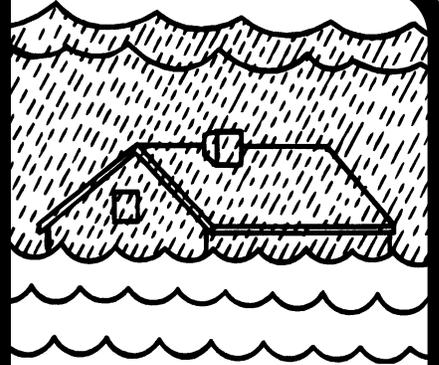


city of st. clair shores

# emergency preparedness

**WORKBOOK**

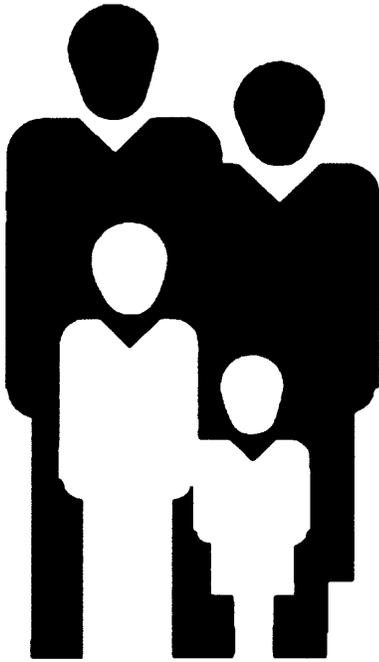


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## **your emergency preparedness workbook**

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## family preparedness questions

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 as a family or a group living together?
4. Do you have a **Family Emergency Supplies Kit** including:
  - 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 at least three days
  - a battery-powered radio & flashlight with extra batteries
  - an extra set of car keys
  - a credit card and small amount of cash
  - sanitation supplies
5. Do you have operational smoke detectors on every level?
6. Do you have a charged ABC fire extinguisher?
7. Does everyone old enough know how to use a fire extinguisher?
8. Do you know how to turn off utilities?
9. Do you have a location outside of your home where all members can meet if caused to evacuate your home?
10. Are your most important papers and records safeguarded?
11. Has your family had a fire or tornado drill in the last six months?
12. Do you have an out-of-state telephone partner to call when local lines go down?
13. Do you know what emergency plans are at your workplace, at your childrens' school, and any daycare center you use?
14. Do you and every member of your family know to call **9-1-1** for emergencies in the City?

**Millions of Americans  
have experienced major emergencies.  
Are YOU prepared?**

# an introduction to emergency management

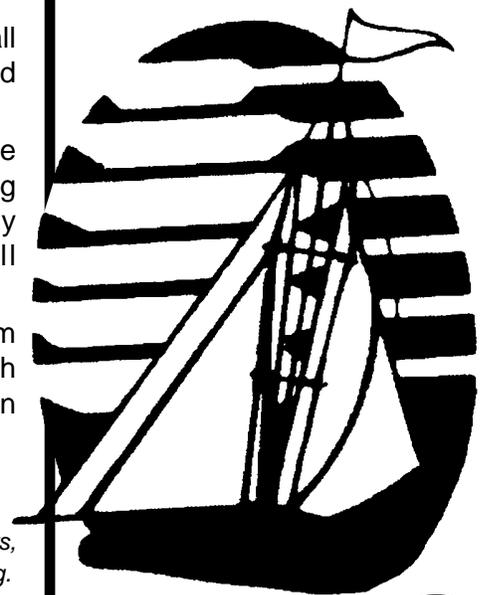
The City of St. Clair Shores established a support emergency management program in conjunction with Macomb County's Emergency Management program to coordinate preparedness, relief, response, and recovery activities for emergency or disaster situations within the City. The program has an emergency management liaison, appointed by the City Manager with the approval of City Council, who is responsible for working with the Macomb County Emergency Management Coordinator in all matters pertaining to emergency management within the City of St. Clair Shores.

This workbook was developed to prepare residents for a disaster or emergency within the City of St. Clair Shores. It provides information families need to prepare for and be self-reliant during a disaster or emergency by creating a personalized **Family Emergency Action Plan**. Any questions may be directed to the St. Clair Shores Fire Chief/Emergency Management Liaison at **810-445-5380**.

## IN ORDER TO COPE WITH A DISASTER OR EMERGENCY, \* THE CITY OF ST. CLAIR SHORES HAS:

- a basic **Emergency Plan** that describes the overall concepts of operation that will be put into effect during a disaster or emergency situation.
- an **Emergency Management Liaison** who coordinates all emergency and disaster relief, preparedness, response, and recovery activities within the City of St. Clair Shores.
- an **Emergency Operations Center** furnished with the technical equipment (telephones, weather monitoring equipment, radio communications center, etc.) necessary to provide for the coordination and utilization of all resources in the City in an emergency or disaster situation.
- an **Emergency Operations Center Staff** selected from private, public, volunteer and governmental areas with special knowledge of functions performed during an emergency or disaster situation.

*\* The City of St. Clair Shores does not accept responsibility for disasters, the outcome due to the disaster, or the outcome due to disaster planning.*

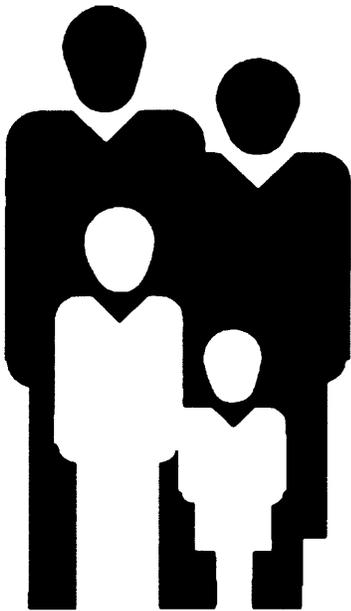


## why prepare?

- Disasters happen more often than you might think—most do not make national headlines.
- Neither government nor voluntary emergency response organizations can be everywhere helping everyone who needs assistance immediately following a disaster.
- There are preparedness actions people can take to increase their chances of survival and the ability to cope in a range of disaster situations.
- As individual citizens, families and neighborhoods 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 fear, panic, inconvenience and losses surrounding a disaster. **They can save each other's lives.**

## your family emergency action plan...

- helps you develop an emergency plan showing family members how to get out of the house in case of a fire.
- assists you in identifying who to contact and where to go in case of an emergency.
- explains how to provide for your family in case you are trapped in your car, asked to evacuate your residence, or forced to stay in your home for an extended period of time.



4

# outdoor warning siren

The City of St. Clair Shores maintains five (5) outdoor warning sirens. The sirens are used to gain the attention of the public who are outdoors. When the sirens are heard, the public is advised to tune into local radio or the City of St. Clair Shores Government Access Cable Television channels for emergency information. The channels are:

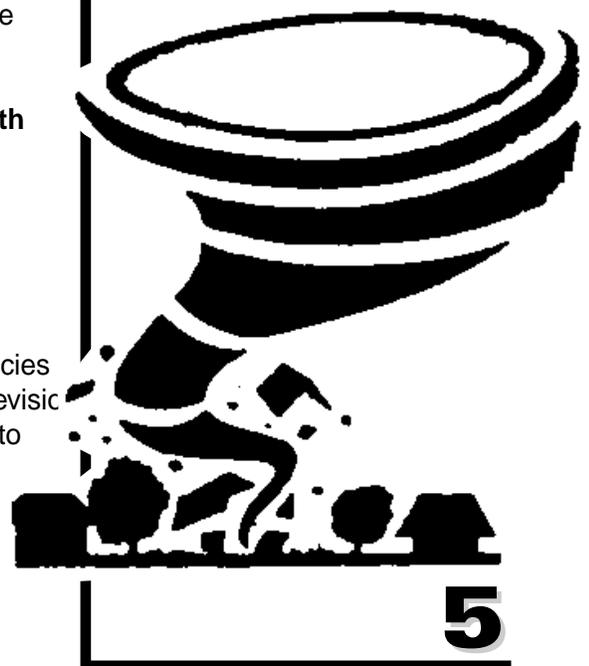
## Comcast Channel 5 or Americast Channel 10

It is also advisable to purchase a weather monitor that will activate when severe weather is approaching your area.

## tornado warning signal...

The sirens are also used to alert the public when a **Tornado Warning** is issued for Macomb County (including St. Clair Shores). The alert tone is a 3-minute steady blast. When a **Tornado Warning** is in effect, you are advised to take cover in the lowest level possible in a home or building. Check out page 6 for more details on severe weather response.

- There is no **all-clear** siren signal. Television and radio stations announce the time the severe weather will be in effect for Macomb County.
- The City test sirens **the first Saturday of each month at 1:00 PM**, except when the City of St. Clair Shores is under a severe weather watch or warning.
- Sirens are used to notify people **outdoors**, and not necessarily audible to people inside a building.
- **The Emergency Alert System** announces emergencies that may or are occurring within the county. Local television and radio stations will interrupt normal broadcasting to bring you this information.



5



## 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.**

### ■ 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.**

## where to find shelter...

### ■ in your home

A basement offers the greatest level of 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. Leave for a safe shelter well before the storm whenever possible.

### ■ driving a vehicle

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

### ■ 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, freespan 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 on to something on the ground; otherwise, use your hands to shield your head.



## lightning tips...

Lightning is the greatest natural destroyer of property. When severe thunderstorms are active, take extreme caution. If you feel your skin tingle or hair stand on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Minimize contact with the ground. Do **not** take shelter under trees or in convertible cars.

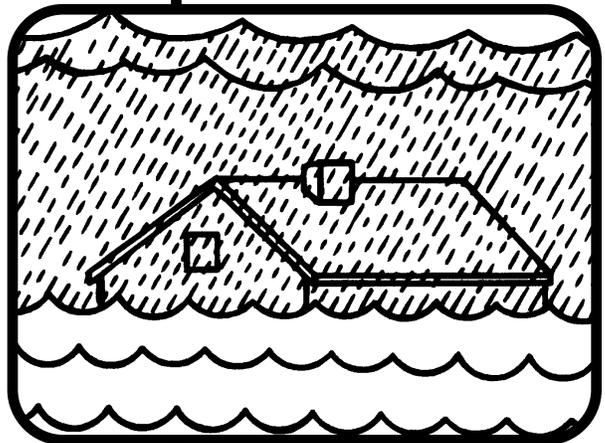
# flooding and flash floods...

## ...before the flood

- Find out if you live in a flood-prone area. Contact the City's Community Development Department at **810-447-3340**.
- If you live on a flood-prone area, you should stockpile emergency building materials.
- Have check valves installed in building sewer traps to prevent flood waters from backing up in sewer drains.
- Invest in flood insurance. Call your local agent.
- Contact the Community Development Department for help at **810-447-3340**.
- Plan and practice an evacuation plan.
- Have emergency supplies/ kit on hand.
- Develop an emergency communication plan with your family and neighbors.
- 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.



# create an emergency action guide

Meet with your family and discuss why an **Emergency Action Guide** is needed. Explain the dangers of fire and severe weather. Plan to share responsibility and work together.

**Fill out, copy, and distribute to all family members:**



## FAMILY PROTECTION GUIDE

Emergency Plan Location \_\_\_\_\_  
Meeting Place \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Family Contact \_\_\_\_\_  
Address \_\_\_\_\_  
A.M. Phone \_\_\_\_\_ P.M. PHONE \_\_\_\_\_

### Remember to help others:

There may be physically or mentally challenged or elderly residents in your neighborhood who could use special attention during an emergency.

- Make a list of your neighbors who may need extra help.
- Ask for their telephone numbers and addresses (if they are comfortable with you having them).
- If disaster strikes, contact your neighbor to check if they are safe.

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

Address \_\_\_\_\_

# hazardous materials/ in-place sheltering

*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.*

## ...if you are outside

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

## ...if you are inside

- Turn on your radio, television, or our government access channels—**Comcast Channel 5 or Americast Channel 10**— 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:
  - 1) Close and lock all doors.
  - 2) Seal gaps under doorways and windows with wet towels and duct tape.
  - 3) Close all fireplace dampers.
  - 4) Turn off all ventilation systems (furnaces, air conditioners, vents, fans)
- Stay inside.
- If you suspect vapors have entered your home, take shallow breaths through a wet cloth or towel.

**If you are asked to evacuate your home,  
do so immediately!**



# a disaster kit for your home



When assembling a **Disaster Kit** for your home, include:

- 1) **Special dietary foods/supplies (for diabetics, babies)**
  - Keep on hand at least a two week stock of infant supplies
- 2) **Water**
  - Three gallons per person per day
- 3) **Food**
  - Two week supply (rotate yearly)
  - Ready to eat canned meats, fruits, and vegetables
  - Smoked or dried meats such as beef jerky
  - Juices—canned, powdered or crystallized fruit and vegetable juices
  - Remember, food for your pets, too!
- 4) **Cooking and eating utensils**
  - Stock pots, pans, and disposable dinnerware, bottle and can opener
- 5) **A heating source (camp or canned heat stove)**
  - Never use charcoal grills indoors
  - Always remember to provide adequate ventilation when cooking
  - Stock extra fuel
- 6) **Sanitation supplies—limited water supply may make bathroom unusable**
  - Stock toilet paper, sanitary napkins, chlorine bleach, soap, towels, toothbrush, toothpaste, shaving supplies
  - Emergency toilet: watertight container with lid, lined with a plastic bag
  - Pour a little chlorine bleach into the emergency toilet after each use
  - Large garbage cans with lids, lined with plastic bags, for human wastes and garbage
  - Waste and garbage should be buried 1-2 feet deep to prevent disease
  - Crates for animals should they require transport
- 7) **Bedding**
  - Blankets, pillows, sleeping bags

# a disaster kit for your home

## 8) Clothing

- Hard-soled shoes
- Warm sweater

## 9) First Aid Kit & Manual

- Home medicine chest should be well stocked at all times
- Periodically, check expiration dates of medications

## 10) Battery powered radio, flashlight, extra batteries

- If you suspect a gas leak, do **not** use a flashlight.
- The light itself could cause an explosion

## 11) Fire extinguisher

- ABC type extinguishers
- All people old enough must know how to use it

## 12) Tools & equipment

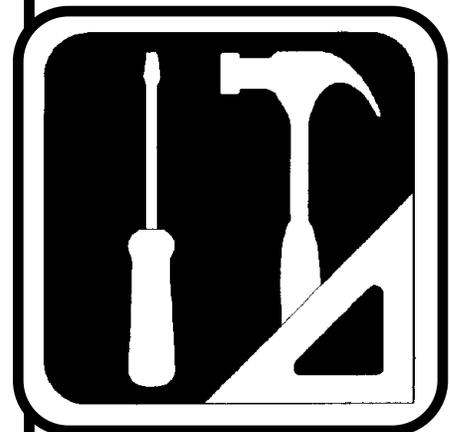
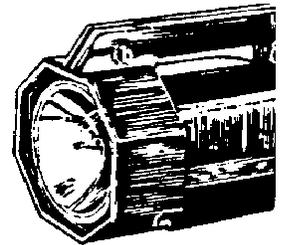
- Hammers, pliers, screwdriver, wrench, nails, and screws
- Shovel, axe
- Locate a boarding company who can board up broken windows, if necessary

## 13) Keep informed

- Citizen's Band Radio
- Maintain a 24-hour communications and safety watch with your family and neighbors
- Weather Alert Monitor (available at local electronics stores)

## 14) Know how to turn utilities off

- Make sure you have the tools you need to do this
- Never turn your gas back on after it has been turned off
- Call your gas company



# evacuation

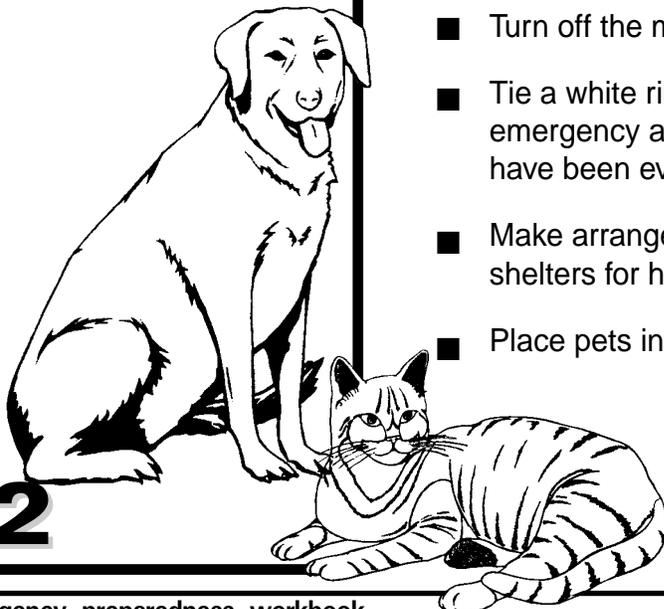
Hundreds of times each year, people are forced to leave their homes because of hurricanes, transportation or industrial accidents releasing harmful substances, fires, or floods. You may have only moments to escape to safety, and should be prepared. Evacuation periods can last for hours or several days. 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 your government access channels—**Comcast Channel 5 and Americast Channel 10**—and be prepared to follow all instructions given by emergency authorities.
- Take your **Disaster Supplies Kit**.
- Lock your home as you leave.
- Post a note on the door telling others where you have gone. (Police will patrol and protect neighborhoods)
- Use travel routes specified by emergency authorities only. Other routes may be impassable or dangerous.

## ...if you have time

- Shut off the water, gas and electricity before leaving (only if you know how). Contact the Gas Company when you need gas service reconnected.
- Turn off the main water valve (only if you know how)
- Tie a white ribbon or cloth on the front doorknob so emergency authorities can easily identify which homes have been evacuated.
- Make arrangements for pets, which will **not** be allowed in shelters for health reasons.
- Place pets in separate crates.



# home escape plan

## ...develop an escape plan\* for home

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

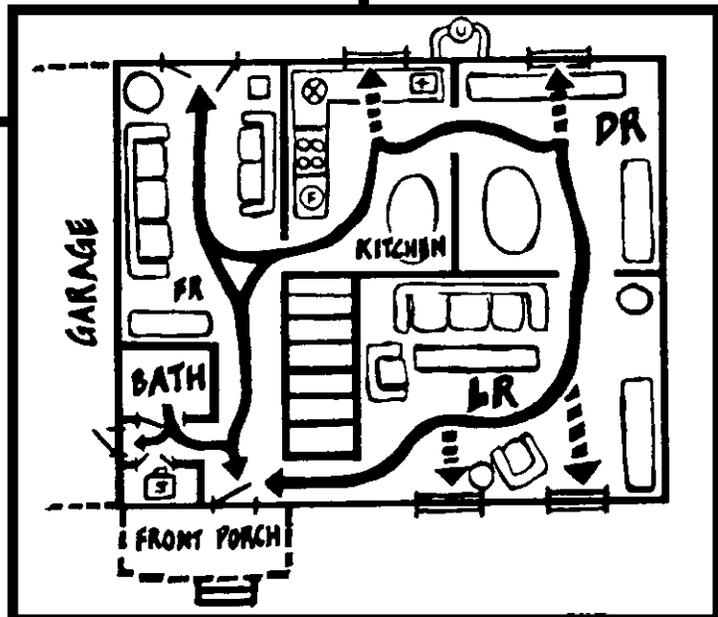
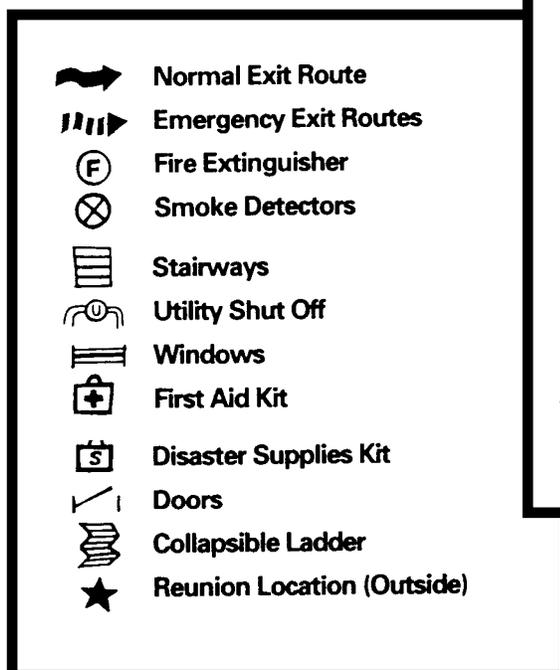
## ...and remember, if there is a fire

- Do **not** open a hot door; try your second escape route.
- Smoke rises; crawl close to the floor and out of the house. If your clothes catch fire:

**STOP, DROP & ROLL UNTIL THE FIRE IS OUT!**

\* develop your own escape plan on pg. 19

## ...example



# smoke detector & testing for tornado & fire drills

- Quiz family members every six months on disaster and evacuation procedures.
- Test all smoke detectors and change the batteries yearly.
- Test and recharge fire extinguisher according to the manufacturer's instructions.

## ... smoke detector testing dates

- January \_\_\_\_\_
- February \_\_\_\_\_
- March \_\_\_\_\_
- April \_\_\_\_\_
- May \_\_\_\_\_
- June \_\_\_\_\_
- July \_\_\_\_\_
- August \_\_\_\_\_
- September \_\_\_\_\_
- October \_\_\_\_\_
- November \_\_\_\_\_
- December \_\_\_\_\_

## ... conduct fire and tornado drills

Year	Date of Drill	Date of Drill
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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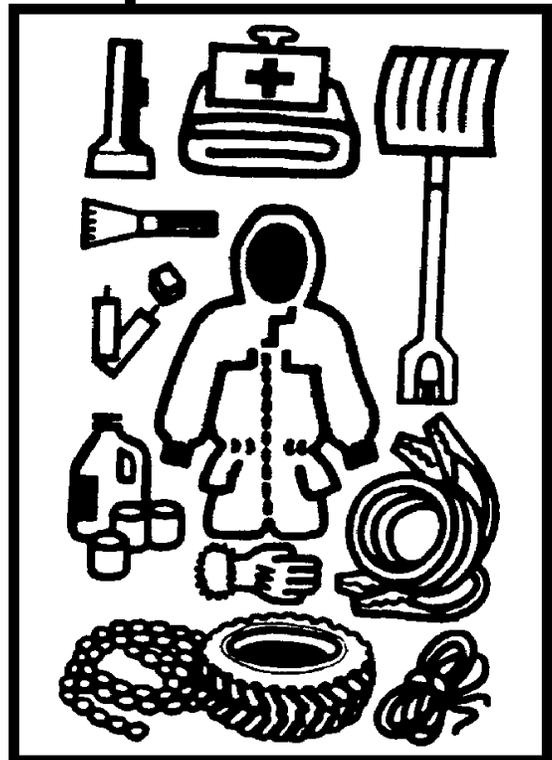


**Reminder:**  
**In a fire, always crawl to your escape.**  
**Smoke and heat rise, and the air near the floor is cooler and cleaner**

# a disaster kit for your car

Keep your car equipped with supplies useful in any emergency. **Always** have a full 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
- Cellular phone—know your service code for emergency service numbers ( i.e. some systems require you to dial a “\*” before dialing 9-1-1)
- Blanket
- Jumper cables
- Fire extinguisher (make sure everyone is trained to use it)
- First Aid Kit and Manual
- Maps
- Shovel
- Tire Repair Kit and pump
- Flares
- Bottled water
- Non-perishable, high-energy foods such as ...
  - crackers
  - canned nuts
  - hard candy
  - granola bars
  - trail mix
  - peanut butter



# 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 and a credit card
- Extra pair of eye glasses
- Extra set of car keys
- Important family documents in portable, fireproof container
  - Social Security cards
  - Marriage and death records
  - Insurance policies
  - Birth Certificates
  - Wills
  - Deeds
  - Stocks and bonds
  - Savings and checking account numbers
  - Inventory of household goods and valuables (*with picture or video record, if possible*)



# recovering from a disaster/emergency

*Listen to local radio or television stations as well as our government access channels—Comcast Channel 5 or Americast Channel 10—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 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. Do this in a coordinated manner keeping track of each other.

## ...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 local 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 a fire, collect receipts from any money you spend. These are important for both insurance and income tax claims.
- Do **not** open a fireproof box until it has cooled. If the box has not cooled, the entering air combined with the high internal temperature may cause the contents to burst into flames.



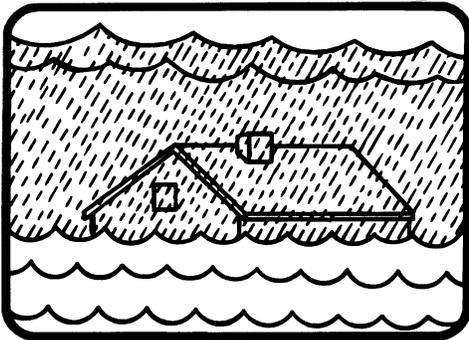
# recovering from a disaster/emergency

## ...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



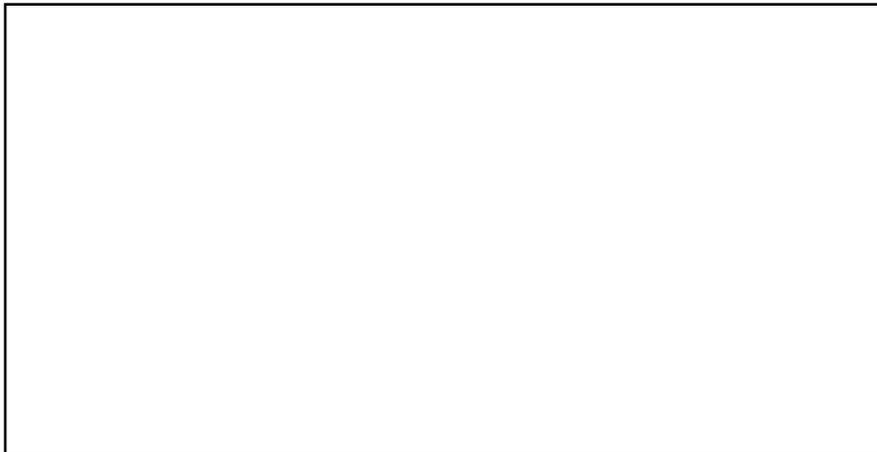
- Floodwaters do **not** end when the water begins to recede. Listen to the WJR-Am760 or the government access channels—**Comcast 5 or Americast 10**— for further details on the flooding situation.
- Do **not** enter buildings if floodwaters recede around the building. Wait for proper clearances.
- When you have to enter buildings, use extreme caution.
- Look for fire hazards.
- Do **not** use water or eat food that has come in contact with floodwaters.
- 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 Fire Chief/Emergency Management Liaison at **810-445-5380** or the Communications Department at **810-447-3414** for more information. You may also contact the Macomb County Health Department at **810-469-5236** to determine if your food and drinking water is safe.

---

# **your home escape plan**

**Copy & distribute to all family members**



**basement or lowest level**



**first floor or ground level**



**second floor**



# **babysitter/visitor information**

We use babysitters often. Whether they are people from our family or recruited from the community, familiarize them with our home emergency plans and contacts. When we place the trust of our loved ones and home 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 phone numbers:

Police	9-1-1
Fire	9-1-1
Ambulance	9-1-1

- The Parents are at this location:

Address \_\_\_\_\_ Phone \_\_\_\_\_

- They will return at approximately \_\_\_\_\_ AM/PM

- The Emergency Preparedness Workbook is located

\_\_\_\_\_

- The Emergency Kit is located

\_\_\_\_\_

## **Reminders**

- Do not open the door for anyone until you confirm their identity and purpose and determine that they pose no threat.
- Keep all doors and windows locked.
- Know where the children are playing whether outside or inside.
- Understand severe weather announcements and follow the local authorities directions.

Messages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Make copies of this page for future use)*



# consent for emergency medical treatment/surgical care and child's medical information

In presenting my son/daughter for diagnosis and treatment

Name \_\_\_\_\_ for \_\_\_\_\_  
(Mother/Father/Legal Guardian) (Child's Name)

of \_\_\_\_\_ years of age; hereby voluntarily consent to the rendering of such care, including diagnostic procedures, surgical medical treatment and blood transfusions, by authorized members of the hospital staff or their designees, as may be in their professional judgement be necessary. I do not consent to the following procedures:

\_\_\_\_\_  
\_\_\_\_\_

I have read this form and I certify that I understand its contents.

We/I hereby give my consent to \_\_\_\_\_  
(Name of Person/Agency)

who will be caring for my/our child \_\_\_\_\_  
(Name of Child)

for the period \_\_\_\_\_ to \_\_\_\_\_ to arrange for routine or emergency medical, surgical, or dental care and treatment necessary to preserve the health of your child.

We acknowledge that we are/I am responsible for all reasonable charges in connection with care and treatment rendered during this period.

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Health Insurance Carrier: \_\_\_\_\_

Group No. \_\_\_\_\_ Agreement No. \_\_\_\_\_

Family Physician: \_\_\_\_\_ Pediatrician: \_\_\_\_\_

Surgeon: \_\_\_\_\_ Orthopedist: \_\_\_\_\_

Allergist: \_\_\_\_\_

Child's Allergies (Environmental, drugs, food, etc.) \_\_\_\_\_

Date of last tetanus booster: \_\_\_\_\_

Medications the child is currently taking: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Mother/Father/Legal Guardian)

Witness: \_\_\_\_\_

IN CASE OF EMERGENCY, I CAN BE REACHED AT: \_\_\_\_\_





Published by:

City of St. Clair Shores  
27600 Jefferson Circle Dr.  
St. Clair Shores, MI 48081

Tel: 810-445-5200

Fax: 810-445-0469

Web: [www.stclairshores.net](http://www.stclairshores.net)

**Emergency Liaison:**

**Fire Chief**

**Tel: 810-445-5380**

**Fax: 810-445-4031**

Communications Dept:

Tel: 810-445-3414

Fax: 810-779-8935

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