

Emergency  
Supply Kit and  
Protective  
Measures  
Pullout  
Enclosed

# **FAMILY PREPAREDNESS GUIDE**

## **This Guide Will Help You:**

- Learn what to do before, during, and after an emergency
- Create an emergency plan for your family
- Prepare an emergency supply kit
- Find web sites for additional information



**Michigan State Police  
Emergency Management Division**

**A Message from the  
Michigan State Police  
Emergency Management Division**

We are pleased to provide you with this Family Preparedness Guide which will assist you in preparing your family to respond to and recover from all types of disaster.

This guide has been created to help you develop an emergency plan, provide information on how to assemble an Emergency Supply Kit, and provide specific contact telephone numbers and web sites which you can use for emergency assistance.

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

Please take time from your hectic lives and spend time with your family while reading this manual. Discuss how each of you would handle these types of situations. It will be quality time with your loved ones and could one day save your lives.

We hope you will keep this manual handy as a reference tool and utilize many of the suggestions found inside to prepare your family for any emergency situation.

Sincerely,



Col. Tadarial J. Sturdivant  
State Director of Homeland Security  
and Emergency Management



Capt. John Ort, Capt.  
Deputy State Director of Homeland  
Security and Emergency Management

## **WEB SITES**

**For more information refer to the Michigan State Police  
web site at:**

**<http://www.michigan.gov/msp>**

**or the Emergency Management Division web site at:**

**<http://www.michigan.gov/emd>**

**Other valuable web sites:**

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

**<http://www.fema.gov> <http://www.whitehouse.gov/homeland>**

# FAMILY EMERGENCY TELEPHONE NUMBERS

**POLICE**                      DIAL **911** or \_\_\_\_\_  
**FIRE**                         DIAL **911** or \_\_\_\_\_  
**AMBULANCE**              DIAL **911** or \_\_\_\_\_

## Local Contact

Name \_\_\_\_\_

Address, City \_\_\_\_\_

Telephone #: Day (    ) \_\_\_\_\_ Evening (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_

## Out of Area Contact

Name \_\_\_\_\_

Address, City \_\_\_\_\_

Telephone #: Day (    ) \_\_\_\_\_ Evening (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_

## Nearest Relative

Name \_\_\_\_\_

Address, City \_\_\_\_\_

Telephone #: Day (    ) \_\_\_\_\_ Evening (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_

## Family Work Numbers

Father (    ) \_\_\_\_\_ Mother (    ) \_\_\_\_\_

Guardian (    ) \_\_\_\_\_ Other (    ) \_\_\_\_\_

## Family Physician

Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Name \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

## Family Meeting Places:

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

\_\_\_\_\_

2. Away from the neighborhood (in case you cannot return home) \_\_\_\_\_

\_\_\_\_\_

# FAMILY 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 entire family, especially your children, in a home hazard hunt. Remember that anything that can move, break, 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

Yes No

- Wear snug-fitting clothes when cooking
- Do not leave food unattended when cooking
- Keep pan handles turned in while cooking
- Keep a pan lid nearby in case of fire
- Keep cooking areas clean and clear of combustibles
- Keep cords from dangling
- Ensure outlets near the kitchen sink are GFI (Ground Fault Interrupt) equipped
- Keep sharp knives out of reach of children

## Outside

Yes No

- Clear dry vegetation and rubbish from around the house
- Use barbecue grills away from buildings and vegetation
- Dispose of barbecue briquettes in a metal container
- Maintain a "greenbelt" around rural buildings
- Check with the fire department before burning debris or using a burn barrel

## All Rooms

Yes No

- Ensure floor coverings (rugs, carpets) are properly secured to prevent tripping hazards
- Separate draw cords on blinds and drapes to reduce strangulation hazards for kids
- Ensure room exits are unobstructed

## Garage/Attic/Shed

Yes No

- Use gasoline as motor fuel only and never store it inside the home
- Keep only a small quantity of gasoline, if necessary, in an approved container
- 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

Yes No

- Store matches and lighters out of reach of children
- Use large, deep, non-tip ashtrays
- Never smoke when drowsy or in bed
- Dispose of ashes and cigarette butts in a metal can at least daily
- Check furniture for smoldering cigarettes every night, especially after parties

## Electricity

Yes No

- Avoid the use of extension cords (if used, ensure the correct wattage rating)
- Plug only one heat producing device into an electrical outlet
- Ensure cords are not placed under rugs
- Verify circuits are not overloaded
- Replace damaged cords, plugs, sockets
- Use bulbs with the correct wattage for lamps and fixtures
- Check fuses/circuit breakers for the correct amperage ratings
- Don't override or bypass fuses or circuit breakers

## Clothes Washer and Dryer

Yes No

- Verify that appliances are properly grounded
- Ensure lint filter is cleaned regularly and serviceable
- Check vent hose and vent line to ensure they are clean and provide unobstructed airflow

## Fire Extinguisher

Yes No

- Verify that an all purpose fire extinguisher (Class ABC) is maintained in an accessible location
- Ensure that all occupants know how to use it
- Are additional fire extinguishers kept in the kitchen, garbage, basement, and sleeping area?
- Store used oily rags in sealed metal containers
- Never store combustibles such as newspapers

## Heating Equipment

Yes No

- Ensure fireplace inserts and gas/wood stoves comply with local codes
- Clean and inspect chimney annually
- Dispose of ashes in metal containers
- Keep clothes, furnishings and electrical cords at least 12" from wall heaters and 36" from portable heaters
- Service furnace annually
- Set water heater thermostat at 120 degrees F
- Elevate new or replacement gas water heaters at least 18" above the floor

(Continued)

## Bathrooms

Yes No

- Store poisonous cleaning supplies and medications in “childproof” cabinets
- Replace glass bottles with plastic containers
- Ensure all outlets are GFI equipped

## Family Preparedness

Yes No

- Plan two unobstructed exits from every room, including the second floor and make sure everyone knows them
- Designate a meeting place outside
- Have an out-of-state contact for family check after a disaster/emergency
- Develop an escape plan and practice it regularly
- Store important papers and valuables in a fire proof safe or cabinet
- Maintain proper insurance and coverage for your home and its contents (earthquake, flood, renters, fire)

## Smoke Detector

Yes No

- Installed properly on every level
- Tested at least once a month
- Battery replaced twice each year when you change your clocks in the spring and fall

## Earthquake Hazards (All Rooms)

Yes No

- Bolt heavy, tall, upright furniture to wall studs
- Lock or remove rollers on beds, furniture and appliances
- Secure hanging plants and light fixtures with one or more guide wires to prevent swinging into walls or windows and breaking
- Secure kitchen and bathroom cabinets with “positive” (self-closing) latches
- Secure items on shelves with quake mats, velcro, low shelf barrier, etc.
- Store heavy and/or breakable items on lower shelves
- Strap water heater to wall studs
- Use flexible connections on gas appliances
- Check chimney for loose bricks and repair as needed
- Check foundation for cracks and repair as needed
- Bolt home to foundation to prevent shifting during earthquake
- Secure mirrors and pictures to the wall or hang them with heavy wire, looped through eye screws or tongue-in-groove hangers

# BEFORE AN EMERGENCY HAPPENS

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

## 4 Steps to Safety

### 1 Find Out What Could Happen to You

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

### 2 Create an Emergency Plan

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

### 3 Complete This Checklist

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

### 4 Practice and Maintain Your Plan

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

#### **Prior to an Emergency**

Check your local School Emergency Plan...

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



## **PREPAREDNESS KIT FOR YOUR HOME**

An emergency may require the immediate evacuation of your home. The following items should be assembled and placed into a small portable container (backpack or duffel bag) 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 (if needed)

## **PREPAREDNESS 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 the following 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)

## WHEN AN EMERGENCY HAPPENS

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

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

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

### If Your Power Goes Out

- Remain calm, and assist family members or neighbors who may be vulnerable if exposed to extreme heat or cold.
- Locate a flashlight with batteries to use until power comes back on. **Do not use candles**—this can cause a fire.
- Turn off sensitive electric equipment such as computers, VCRs, and televisions.
- Turn off major electric appliances that were on when the power went off. This will help to prevent power surges when electricity is restored.
- Keep your refrigerator and freezer doors closed as much as possible to keep cold in and heat out.
- Do not use the stove to heat your home - this can cause a fire or fatal gas leak.
- Use extreme caution when driving. If traffic signals are out, treat each signal as a stop sign—come to a complete stop at every intersection and look before you proceed.
- Do not call 9-1-1 to ask about the power outage. Listen to the news radio stations for updates.

## If You Have Pets

Create a survival kit for your pet.

This should include:

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



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

## Neighbors Helping Neighbors

Working with neighbors in an emergency can save lives and property. Meet with your community members to plan how you could work together until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce emergency preparedness as a new activity. Know your neighbor's special skills and consider how you could help those with special needs, such as people with disabilities and elderly persons.



# MICHIGAN HAZARDS

## Technological Hazards

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



### How to Evacuate

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

### If you are sure you have time:

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

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

### How to Shelter in Place

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

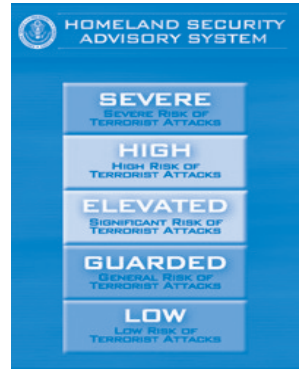
- Close and lock windows and doors.
- Seal gaps under doorways and windows with wet towels and duct tape if told to do so.
- Turn off ventilation systems, water, and gas.

## Terrorism

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

## What can you do?

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



## Natural Hazards

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

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

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

## Tornadoes

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

### At home:

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



### **If you are in your car:**

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

## **Flooding**

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



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

## **Winter Storms and Ice Storms**

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

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

# Recovering from an Emergency

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



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

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

