



# Emergency Preparedness

# Manual



**A Brief Guide for Residents and Businesses**

This Manual is available at [www.cityofbrookpark.com](http://www.cityofbrookpark.com)

January 2011



**Dear Brook Park Residents and Businesses:**

While we cannot stop natural disasters from occurring, there are steps we can take to be safer and to limit damage to our property and possessions. These precautionary measures may save a life or prevent an injury, which is the purpose of this manual. We present detailed information on how to keep your household or business, family or employees as secure as possible when a disaster occurs.

During a disaster event, emergency personnel will be unable to reach everyone right away. Emergency response will be based on priority, life saving being our top priority. Also, our ability to respond may be based upon our ability to physically reach your location. Until the community returns to normal, you may need to provide your own first aid, food and water. Your ability to do so will be based on what actions you have taken prior to the disaster event.

You can best cope with disasters by preparing in advance and by working with your family as a team to learn and coordinate your immediate actions. Follow the procedures listed in this manual as you take the necessary steps to be effectively prepared. Please also consider in your planning special attention to children, the elderly and those with special needs, be they part of your family or your neighbors.

Please take a few moments to read and then practice the emergency preparedness information in this manual. Protecting the well being of your family and property during an emergency begins with you and your family being prepared.

Together, our safety forces, combined with your cooperation in preparing for such an event, will make a major difference in saving lives, reducing injuries and protecting property.

Mark J. Elliott  
**Mayor**

Angelo Nuzzo  
**Safety Director**

**Brook Park City Council**  
President: Michael Gammela

**Ward 1:** Michael J.Lane  
**Ward 2:** Patti Astorino  
**Ward 3:** Barry Kirksey  
**Ward 4:** Brian Higgins

**At Large**  
Carl Burgio  
Danny Colonna  
Richard Salvatore

**Chief of Fire:** Mark A. Ramach  
**Service Director:** Dennis Patton  
**City Engineer:** Edward Piatak

**Chief of Police:** Kevin McQuaid  
**Building Commissioner:** Marty Surella

**City Safety and Service Forces**



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## FLOODING

Due to the topography of Brook Park, our area is subject to flooding. No one can stop a flood but there are actions you can take to protect your family and keep your property losses to a minimum.

During periods of unusually heavy rain there can be storm water and /or sanitary sewer backup into your basement. Keep items off the floor and place on shelves in your basement, in air tight, water tight containers. Do not keep your computer in the basement. If you decide to finish your basement with paneling and carpet, keep in mind that it might be damaged should there be a water backup.

**Know the terms used to describe flooding.** Beware of flood hazards especially if you live in low lying areas, near water. Even small streams, gullies, creeks, culverts and dry stream beds or low lying ground that appears harmless in dry weather can flood.

- ❖ **Flood Watch:** Flooding is possible. Stay tuned to an emergency alert weather radio such as NOAA (National Oceanic & Atmospheric Administration), or local radio or television for additional information.
- ❖ **Flash Flood:** Flash flooding is possible. Move to higher ground. A flash flood could occur without any warning. Listen to NOAA radio, local commercial radio or television immediately.
- ❖ **Flash Flood Warning:** A flash flood is occurring. Seek higher ground on foot immediately.
- ❖ **Urban and Small Stream Advisory:** Flooding of small streams, street and low lying areas is occurring.

### **Before the flood:**

One of the most important things that you can do to protect your home and family before a flood is to purchase a flood insurance policy. The City of Brook Park participates in the National Flood Insurance Program (NFIP) which permits any property owner, whether or not they are located within or near a floodplain or flood-prone area, to purchase Flood Insurance. Our Floodplain number is 390102. Your homeowners insurance does not typically cover flood damage. You can obtain flood insurance through your insurance company or agent. For more information about the NFIP and/or flood insurance, contact your insurance company or call the NFIP at 1-888-CALL-FLOOD, ext. 314.

### **Prepare your home and property...**

- ❖ Remove stored yard waste, grass and tree branches from your property.
- ❖ If your property has a stream that has been narrowed by dumping or overgrowth of debris, clean the area.
- ❖ Maintain the stream on your property by removing trees, cattails, etc., to eliminate flow restrictions.
- ❖ Do not store cut wood on your property that has the potential to be washed away in a storm thereby restricting a catch basin or drainage pipe downstream.
- ❖ If your property ends at a ravine, do not use it as a dump site.
- ❖ Elevate appliances in flood-prone areas of your house
- ❖ Install glass blocks in your basement windows.

### **When you are notified that a flood is imminent within 24 hours, it is time to put your preparedness plans into action.**

- ❖ Make sure you know where your disaster kit is located. See page 11 for a description of items you should have in your disaster kit.
- ❖ Be prepared to evacuate.
- ❖ Listen to the radio for weather and flood updates.
- ❖ Check on family and neighbors with disabilities and special needs to see if they need assistance.
- ❖ Turn off all utilities at the main power switch and close the main gas valve if evacuation appears necessary (**Note: if you turn off the gas for any reason, a gas company employee or contractor licensed with the City of Brook Park must turn it back on.**)
- ❖ Move valuables, such as paper, computers, photos, furs, jewelry and clothing to upper floors or higher elevations.
- ❖ Fill bathtubs, sinks and plastic soda bottles with clean water. Use bleach to sanitize the sink and tubs first. Rinse, and then fill with clean water. Bring outdoor possessions, such as lawn furniture, grills and trash cans, inside or tie them down securely.



## During the flood:

The most important thing is to stay safe and avoid becoming a victim of flood hazards. Remember, it may take hours or days before help arrives. Follow these precautions:

- ❖ Don't drive through a flooded area. If you come upon a flooded road, turn around and go another way. More people drown in their cars than anywhere else.
- ❖ Don't drive around road barriers. Roads or bridges may be washed out, and the depth of the water is impossible to determine.
- ❖ If your car stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.
- ❖ Don't walk through flooded areas. As little as 6" of moving water can knock you off your feet and 2' of water can float your car.
- ❖ Stay away from downed power lines and electrical wires. Electrocution is another major source of deaths in floods. Electric current passes easily through water.
- ❖ Look out for animals. Animals are seeking higher ground and may be in places where you don't expect them.
- ❖ If the water starts to rise inside your house before you have evacuated, retreat to the second floor, the attic, and if necessary, the roof. If your attic has no roof access, take an axe or other tool with you to cut a hole in the roof to avoid becoming trapped.
- ❖ Take dry clothing, a flashlight and a portable radio with you. Then, wait for help.
- ❖ Don't try to swim to safety; wait for rescuers to come to you.
- ❖ If outdoors, climb to high ground and stay there.

## After the flood:

There are many physical dangers that may still exist in your neighborhood when you return to your home after a flood. Here are some things to keep in mind:

- ❖ If you must walk or drive in areas that have been flooded, stay on firm ground. Standing water may be electrically charged from underground or downed power lines.
- ❖ Once safe places may now hold hazards. Roads, walkways, floors and steps may be unstable and surfaces may be slippery. Broken glass, nails and debris may cause injury.
- ❖ Stay away from flood waters. The water may be contaminated by oil, gasoline or raw sewage. The water may also be electrically charged from underground or downed power lines.

Enter your home with care, follow these precautions:

- ❖ Avoid direct contact with flood water or objects that were saturated in the flood. Wear protective clothing such as rubber gloves, eye protection and a face mask when sorting through things.
- ❖ Wear sturdy work boots and gloves.
- ❖ Check the outside of the building for loose power lines gas leaks, foundation cracks or other damage.
- ❖ Enter carefully. If the door sticks at the top, it could mean your ceiling is ready to fall. If you force the door open, wait outside the doorway in case debris falls.
- ❖ Don't use matches, cigarette lighters, candles, lanterns or any other open flames. Instead, use a flashlight.
- ❖ Check for gas leaks. If you smell gas or hear blowing or a hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve. **(Note: if you turn off the gas for any reason, a gas company employee or contractor licensed with the City of Brook Park must turn it back on.)**
- ❖ Do not turn on the electricity if you smell gas.
- ❖ Look for electrical system damage. If you see sparks, broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. Do not step in water to get to the fuse box or circuit breaker, call an electrician. If your power was previously shut off, keep it off until an electrician has inspected your system for safety.
- ❖ Until local authorities proclaim your water supply to be safe, boil water for drinking and food preparation vigorously for five minutes before using.
- ❖ Clean and disinfect everything that was touched by flood waters. Throw out any food and medicines that may have gotten wet.
- ❖ If your home, apartment or business suffered damage, call the insurance company or agent who handles your flood insurance policy right away to file a claim. Take photos of the damage for flood insurance purposes.
- ❖ Remember to help your neighbors who may require special assistance such as infants, elderly people and people with disabilities.

## WINTER STORMS



Every home should have a disaster supply kit; a crank type or battery-operated radio, flashlight, matches, extra batteries and an extra set of house and car keys. Stock ample wood for the fireplace and plenty of non-perishable foods that can be eaten without heating. Keep bottled water and juices on hand in case your power and water supplies are interrupted.

Lessen the likelihood of damage to your property by making these activities part of your fall cleanup:

- ❖ Remove dead tree branches. Ice and snow, combined with winter winds, can cause limbs to snap.
- ❖ Keep gutters clean. Snow and ice can build up quickly, especially if your gutters are clogged with debris. When thawing begins, water from melting ice has nowhere to drain and can back up under your roof and eaves, causing water damage to walls and ceilings. Consider buying screens to keep your gutters debris-free.
- ❖ Keep your gas meter free from ice build up which may cause malfunction of your gas meter.

Check your homeowner's insurance policy to make sure coverage is adequate for the type of winter weather in our area. Learn what is excluded from the policy.

Make sure auxiliary heaters and fireplaces are adequately maintained and serviced. Many fires related to auxiliary heating sources are preventable through simple maintenance. Before installing a wood-burning stove, check with the Brook Park Building Department as to proper installation, permits and license information. Do not store kerosene in a non-approved container or in your home and be sure to keep alternative heat sources from flammable materials (walls, curtains, etc.)

During winter, as a precaution, if you plan an extended stay away from home or in case the power goes out, as a precaution, drain pipes. To drain, turn off the water heater and main water supply, open all faucets in the house and drain the system by keeping the valves open. Drain all toilets by holding the lever down until the tank empties. Pour ½ gallon of automobile windshield washer fluid into the tank, and flush. Then use a plunger to force the treated water around the trap. You will see some treated water in the tank. Also, pour 2 cups of automobile windshield washer fluid down any trap drains, i.e. kitchen sink, bathroom sink and tub, laundry tub and basement drains.

If well water is used, the pump's electric switch should be shut off and the pressure tank and system should be drained.

## POWER OUTAGE

Power outages occur in varying degrees. Often the power is back on in a matter of hours but it can be off for days. Educate yourself.

- ❖ Know where your breaker box is and how to reset a tripped circuit.
- ❖ Know how to manually operate your garage door if it is equipped with an electric opener.
- ❖ Visit the web before the next outage to familiarize yourself with some other helpful information.

<http://www.firstenergycorp.com/customercare/engine?s=com.firstenergycorp.customercare.www.home>

[http://www.redcross.org/services/prepare/0,1082,0\\_92\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_92_00.html)

<http://www.bt.cdc.gov/poweroutage/index.asp>

When a power outage at your residence does occur, contact the Illuminating Company directly at 1-800-589-3101 or 1-888-LIGHTS; do not contact the police department.



## **TORNADOES & OUTDOOR WARNING SIRENS**

Every Saturday at noon, the Outdoor Warning Sirens are tested in Brook Park. These tests are conducted to assure their effectiveness in a time of actual emergency. The outdoor warning sirens are intended to alert citizens that are working or playing outdoors of impending severe weather or other emergency. Depending on the location of the siren, when the sirens are sounded, they may or may not be heard indoors. In any event, stay indoors and turn on your weather radio or television for further information.

### **What do I do when I hear an early warning siren?**

If you hear an early warning siren, take the following precautions:

- ❖ Seek shelter immediately. If you are in a structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building) then:
- ❖ Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. (see Publication: Are You Ready? An In-depth Guide to Citizen Preparedness by FEMA - Preparing a Safe Room – Internet Resources page 19)
- ❖ If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.
- ❖ Plan ahead by selecting the safest area in your home and making sure every member of your household knows to go there
- ❖ Do not open windows. Folklore passed down through generations advised opening windows in case of a tornado because air pressure differences would cause a house to explode. This is not true. Air pressure differences in a tornado are not strong enough to cause a house to explode: houses are damaged by the violent wind associated with a tornado and from the debris blown at high velocities by tornado wind.
- ❖ Turn on your television or radio to a local channel and await instructions.
- ❖ In the event of a real emergency, the news media will provide these instructions.

### **What if a tornado is approaching?**

The safest place to be during a tornado is underground. If you have access to a basement or storm shelter, go there immediately.

- ❖ Stay away from doors and windows.
- ❖ Move to a small interior room, like a bathroom or closet, or an interior hallway.
- ❖ Cover yourself with blankets to protect from flying debris.
- ❖ Remain in a safe place until the threat to tornado has passed.

### **What if I am in my car, trailer or mobile home when I hear the siren?**

Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

Tornadoes can toss cars and trucks around like toys. Never try to outrun a tornado. If you see a tornado, or hear a tornado warning issued on the radio or by siren, get out of your vehicle and seek a safe structure or lie down on your stomach in a low area with your hands covering the back of your head and neck. Keep alert for flash floods if you are in a low-lying area.

### **What if I am outside with no shelter?**

- ❖ Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- ❖ Do not get under an overpass or bridge. You are safer in a low, flat location.
- ❖ Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- ❖ Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

### **What is the difference between a tornado watch and a tornado warning?**

- ❖ A tornado watch simply means conditions are favorable for tornadoes to develop. During a watch, be alert for changing weather and tune in to your local radio and television weather reports.
- ❖ A tornado warning means a tornado has been sighted in your area. If a tornado warning is issued, seek shelter immediately. Do not wait until a siren sounds to decide what to do.
- ❖ Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any advanced warning is possible.



## **TORNADOES & OUTDOOR WARNING SIRENS** (cont'd)

### **For what other emergencies might the early warning sirens be activated?**

The City of Brook Park may activate the sirens in the event of a hazardous material spill that could require evacuation or sheltering in place. As with a weather-related emergency, seek shelter immediately, turn on your radio or television and await instructions.

If instructed to shelter in place, locate a room with the fewest window or door openings that is easy to seal off. Turn off the air conditioning or heating unit, and seal openings with towels or blankets. Remain in place until the threat has passed or you are asked to evacuate.

## **EARTHQUAKE**

During an earthquake, minimize your movements to a few steps to a nearby safe place. Stay indoors until the shaking has stopped and you are sure exiting is safe.

### **If you are INDOORS**

- ❖ Take cover under a sturdy desk, table, or bench or against an inside wall, and hold on. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- ❖ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ❖ Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- ❖ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- ❖ Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects when entering into or exiting from buildings.
- ❖ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- ❖ DO NOT use the elevators.

### **If you are OUTDOORS**

- ❖ Stay there.
- ❖ Move away from buildings, streetlights, and utility wires.

### **If you are IN A MOVING VEHICLE**

- ❖ Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.
- ❖ Proceed cautiously once the earthquake has stopped, watching for road and bridge damage.

### **If you are TRAPPED UNDER DEBRIS**

- ❖ Do not light a match.
- ❖ Do not move about or kick up dust.
- ❖ Cover your mouth with a handkerchief or clothing.
- ❖ Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort – shouting can cause you to inhale dangerous amounts of dust.

Be prepared for aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures.

Open cabinets cautiously. Beware of objects that can fall off shelves.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations.



## FIRE

If you are in a home or building that catches on fire, **GET OUT FAST & STAY OUT**

Do not stop for anything. If it is your home, go to a pre-determined meeting place and then call the Fire Department from a neighbor's phone or a cell phone. Every member of your family should know how to call the Fire Department at 911.

### How to survive

- ❖ Install smoke detectors and keep them in working order.
- ❖ Make an escape plan and practice it.
- ❖ Consider installing an automatic fire sprinkler system.

### Agree on a Meeting Place

Select a meeting place where every member of the household will gather while waiting for the Fire Department. You can count heads and inform the Fire Department if anyone is missing or trapped inside the burning building. Practice this plan at least twice a year. Get out quickly, but carefully and stay out.

### Make your Exit Drill Realistic

Pretend that some exits are blocked by fire and practice alternative escape routes. Pretend that the lights are out and some escape routes are filling with smoke.

### Be Prepared

- ❖ Make sure everyone in the household can unlock all the doors and windows quickly, even in the dark.
- ❖ If you live in an apartment, use the stairway to escape. Never use an elevator during a fire. It could open on the floor of the fire.
- ❖ If you cannot escape to the ground floor and must use a window, a fire resistant fire escape ladder should be used. They are available at most home improvement stores and can be stored under the bed. People who have difficulty moving should have a phone in their sleeping area and if possible, should sleep on the ground floor.

### Test Doors Before Opening Them

- ❖ While kneeling or crouching at the door, reach up as high as you can and with the back of your hand touch the door, the doorknob and the crack between the door and the door frame. If you feel any warmth at all, use another escape route. If the door is cool, open it with caution.
- ❖ If you are trapped, close all doors between you and the fire. Stuff the cracks around the doors to keep out smoke. Wait at a window and signal for help with a flashlight or by waving a light colored cloth. If you have a phone in the room, call the Fire Department and report exactly where you are.

### Crawl Low Under the Smoke

- ❖ **Smoke contains deadly gases, and heat rises. During a fire, cleaner air will be near the floor. If you encounter smoke when using your primary exit, use an alternative escape route.**
- ❖ **If you must exit through smoke, crawl on your hands and knees keeping your head 12 to 24 inches above the floor.**

### And Stay Out

- ❖ Once you are out of your home **DO NOT GO BACK INSIDE** for any reason.
- ❖ If people are trapped, firefighters have the best chance of rescuing them.
- ❖ The heat and smoke of a fire are overpowering. Firefighters have the training, experience and protective equipment to enter a burning building.
- ❖ Contact your insurance agent today to make sure you have adequate fire insurance protection. Videotape and photograph your home, including the contents, and keep those tapes and photos at a relative's or friend's home. They should be kept in a fireproof container.



## PREPARING YOURSELF AND YOUR FAMILY

After a major disaster, the city will not be able to respond to all of the immediate needs of its citizens. Your family may be without help for hours or even days. Once the disaster hits, your family will not have time to shop or search for supplies. If your emergency supplies have been gathered in advance, your family will be better prepared if you must evacuate, or if you are confined to your home.

### Family Communication Plan

Disasters may occur when your family is not gathered together. Children may be at school. Adults may be at work, the shopping center or at the theater. To prepare for those possible separations, take a few minutes and develop a reunion plan. This plan will help you get back together, or if that is not possible, to let each other know you are okay.

#### Decide where to meet:

- ❖ Choose one place near your home in case of a sudden emergency, such as a fire.
- ❖ Choose at least two or three places outside your neighborhood in case you cannot return home. Possibilities include neighbors, friend's or relative's homes, local schools, churches, parks or the community center. If you arrive home and no one is there, it will give you some places to start looking.

#### Choose an "Out-of-Town" contact:

- ❖ Choose a friend or relative who lives at least 100 miles away who can be contacted by all family members if it becomes impossible to reach the reunion locations. You can report to them where and how you are and learn where and how other family members are as well. Be sure each family member carries the contact person's name and telephone number with them.

#### Remember Important Information About Family Members:

Use the form on page 21 to record your family communication plan. For each adult, list employment information such as name of employer, work address and telephone numbers. For each child, list school and/or child care information. Include Social Security numbers and birthdates for each person.

#### Emergency Medical Information:

Please see page 20 for a form to record information about each family member:

- ❖ Current photo
- ❖ Name, address and telephone number
- ❖ Physician's name and contact information
- ❖ Immunization record
- ❖ Pharmacy contact information
- ❖ Medications
- ❖ Medical history information
- ❖ Drug allergies

#### Medical Contact Card for Minor Children:

Check with your children's school physician to obtain copies of medical release forms. The purpose of these forms is to authorize others to administer medical treatment to your child during emergency situations. Also find out how you can contact your children at their school or daycare and when and where you can pick them up after a disaster. Designate others to pick up your child should you be unable to pick them up. Keep your child's emergency release card up to date.

## **Emergency Pet Care Information:**

If you have pets, it is wise to assemble emergency information for them too. Useful information includes:

- ❖ A photo
- ❖ Pet's name, date of birth and breed
- ❖ Owner's name and contact information
- ❖ Veterinarian contact information
- ❖ Boarding facility information
- ❖ Out-of-area family contact information
- ❖ Medications/allergies and immunization records
- ❖ Microchip number

## **Complete the Communication Plan**

Use the form on page 19, or other forms can be found at [www.ready.gov](http://www.ready.gov) or at [www.redcross.org/contactcard](http://www.redcross.org/contactcard). These websites also provide blank wallet cards on which contact information can be recorded and carried in a wallet, purse, backpack, etc., for quick reference. Teach your children how to call the emergency telephone numbers and when it is appropriate to do so. Be sure each family member has a copy of your communication plan and post it near your telephone for use in an emergency.

## **Floor Plan**

Create a floor plan of your home, marking exits, indoor gas and water shut off valves, electrical circuit breaker box and your disaster kit location. Make sure family members know all the possible ways to exit your home. Keep all exits clear. Consider that guests or a babysitter who are unfamiliar with your home may be present when this information is needed.

## **Disaster Supplies Kit**

In the event you need to evacuate at a moment's notice and take essentials with you, you probably will not have the opportunity to shop or search for the supplies you and your family will need. Every household should assemble a disaster supplies kit and keep it up to date.

A disaster supplies kit is a collection of basic items a family would probably need to stay safe and be more comfortable during and after a disaster. Disaster supplies kit items should be stored in a portable container(s) as close as possible to the exit door. Don't make the containers too heavy. You may have to move them more than once during an emergency and take them with you if you evacuate. Review the contents of your kit at least once per year or as your family needs change. Also, consider having emergency supplies in each vehicle and at your place of employment.

- ❖ Your Family Communication Plan
- ❖ Minimum three-day supply of non-perishable food and manual can opener.
- ❖ Minimum three-day supply of water (one gallon of water per person, per day).
- ❖ Portable, battery-powered or crank type radio or television and extra batteries.
- ❖ Flashlight and extra batteries
- ❖ First aid kit and manual.
- ❖ Sanitation and hygiene items (hand sanitizer, moist towelettes, and toilet paper).
- ❖ Toothbrush, toothpaste
- ❖ Bar of soap
- ❖ Wash cloth, hand towel
- ❖ Set of house and car keys
- ❖ Matches in a waterproof container
- ❖ Whistle
- ❖ Extra clothing and blankets
- ❖ Kitchen accessories and cooking utensils
- ❖ Photocopies of identification and credit cards
- ❖ Cash and coins
- ❖ Special needs items such as prescription medications, eye glasses, contact lens solution and hearing aid batteries.
- ❖ Items for infants, such as formula, diapers, bottles, and pacifiers.
- ❖ Tools, pet supplies, a map of the local area, and other items to meet your unique family needs.

- ❖ Jacket or Coat
- ❖ Long pants and long sleeve shirt
- ❖ Sturdy shoes
- ❖ Hat, mittens and scarf.
- ❖ Sleeping bag or warm blanket

**Supplies for your vehicle:**

- ❖ Flashlight, extra batteries and maps.
- ❖ First aid kit and manual
- ❖ White distress flag
- ❖ Tire repair kit, booster/jumper cables, pump, and flares.
- ❖ Bottled water and non-perishable foods such as granola bars.
- ❖ Seasonal supplies: Winter – blanket, hat, mittens, shovel, sand, windshield scraper, florescent distress flag; Summer – sunscreen lotion (SPF 15 or greater); shade item (umbrella, wide brimmed hat, etc).

**Home Inventory**

One of the most important documents you should keep is an inventory list of your household items. The inventory should include: the item, description of the item, serial numbers (if applicable), purchase date, purchase price (or best estimate) and the item’s location in your home. It is also a good idea to supplement the written inventory with photographs and/or video tapes of your household contents. List the items room by room. This will make it easier to add new items later on and will help to avoid duplication. This list should be updated at least once a year.

You should contact your insurance agent for an inventory list form.

When you have completed the inventory, make a copy and send it to your insurance agent. Keep your copy in a safe location away from the home. You can store it in a safe deposit box or give it to a trusted friend or relative.





**Home First Aid Kit Check List**

Assemble a first aid kit for your home and one for each vehicle.

- √ (20) adhesive bandages, various sizes
- √ (1) 5" x 9" sterile dressing
- √ (1) Conforming roller gauze bandage
- √ (2) Triangular bandages
- √ (2) 3" x 3" sterile gauze pads
- √ (2) 4" x 4" sterile gauze pads
- √ (1) roll 3" adhesive bandage
- √ (2) germicidal hand wipes or water-less hand sanitizer
- √ (6) antiseptic wipes
- √ (2) pair large medical grade non-latex gloves
- √ Adhesive tape, 2" width
- √ Anti-bacterial ointment
- √ Cold Packs
- √ Scissors (small, personal)
- √ Tweezers
- √ CPR breathing barrier, such as a face shield

**Maintain Your Plan Quiz**

Review your plan every six months and quiz your family about what to do.

**Drill**

**Conduct fire and emergency evacuation drills on a regular basis with your family.**

**Restock**

Check food supplies for expiration dates and discard, or replace stored water and food every six months.

**Test**

Read the indicator on your fire extinguisher(s) and follow the manufacturer's instructions to recharge. Test your smoke alarms monthly and change the batteries at least twice a year. **(Change your Clock, Change your battery)**. Replace alarms every 10 years.

**PROTECTING YOUR FAMILY AND YOUR HOME**

Taking steps to make your home safe is one of the most important tasks your family should complete prior to a disaster. There are many hazards in our homes that could cause us harm during a disaster. Death, injuries and damage are often caused by falling debris, collapsing structures, fire, spilled hazardous chemicals, etc. Eliminating these hazards offers better protection for your family and home.

**THINGS TO DO:**

- ❖ Identify, secure and correct any potential hazards in your home.
- ❖ Locate your utility shut-off valves.
- ❖ Store hazardous household products in a safe location.
- ❖ Install smoke detectors, carbon monoxide detectors and learn how to use a fire extinguisher.



# UTILITY SHUT-OFF

- ❖ With your family, locate your gas, water and electric utility shut-off valves.
- ❖ Learn how and when to turn off the utilities.
- ❖ Teach all family members how and when to turn off all utilities.

## Gas

- ❖ Attach an adjustable wrench to the gas meter. You will not want to take time to find one after a disaster. You may use a pipe wrench, crescent wrench or a slotted wrench designed specifically for turning off the utilities.
- ❖ Consider marking the shut-off valve with reflective tape to identify it in the dark.

The main shut-off valve is located on the inlet pipe next to your gas meter.

Using a wrench, turn the valve one quarter turn in either direction so that it is perpendicular to the pipe. After a major disaster, shut off the gas immediately ONLY IF you smell a strong odor of gas, you hear gas escaping from a broken or disconnected pipe or if you notice a large consumption of gas registering on a gas meter. (If the dials on the gas meter are spinning rapidly, there is probably a leak.)

If leaking gas starts to burn, do not attempt to put the flame out. If possible, move other flammable material away from the fire. If it is safe to do so, turn off the gas.

Do not use matches, lighters, open flame appliances or operate electrical switches until you are sure there is no gas present. Sparks from electrical switches could ignite leaking gas fumes and cause an explosion.

**(Note: if you turn off the gas for any reason, a gas company employee or contractor licensed with the City of Brook Park must turn it back on.)**

## Electricity

After a major disaster, check for damage to the wiring and shut off the electricity if you suspect a problem. Sparks from electrical switches could ignite leaking gas and cause an explosion.

## Water

- ❖ Label the water main for quick identification. Consider using reflective tape to mark the shut-off valve to identify it in the dark.
- ❖ After a major disaster, check for water leaks. Shut off the water ONLY IF you experience problems such as low water pressure or lack of water when your turn the faucet on.
- ❖ Water should be turned off at the water main leading into the house. This is the emergency meter shut-off closest to the house.

**LOCATION OF UTILITY SHUT-OFF**

**Water** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Electricity** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gas Meter** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Fire Extinguishers

A portable fire extinguisher can help save lives and property and putting out a small fire or containing the fire until the fire department arrives. Fire extinguishers are not designed to fight large fires. If you cannot put out a fire immediately with a fire extinguisher, leave the area immediately and call 9-1-1 from a neighbor's house.

### Operating a fire extinguisher

To operate a fire extinguisher, follow the **P.A.S.S.** steps outlined below:

**P**ull the pin from the handle.

**A**im the extinguisher. Point the extinguisher nozzle at the base of the fire.

**S**queeze the handle. This releases the extinguisher agent.

**S**weep from side to side at the base of the fire until the fire is out. If the fire restarts, reactivate the extinguisher.

### Did you know

- ❖ It is better to have several smaller extinguishers distributed throughout your home (kitchen, garage, etc.) than one large one that is hard to get quickly.
- ❖ Fire extinguishers must be checked periodically to be sure they are fully charged and ready for use. Extinguishers need to be shaken periodically to prevent the contents from settling.
- ❖ Fire extinguishers should be replaced every 10 years. Occasionally check the gauge to make sure it is charged. They should also be recharged or replaced after each use. Check the telephone book for vendors.

### When NOT to fight the fire

- ❖ If the fire is spreading beyond the immediate area where it started or is already a large fire.
- ❖ If the fire could block your escape route.
- ❖ If even one of these conditions is true, close off the area, if possible, then immediately leave the area and call 9-1-1, leave the fire to the fire professional.

# Remember!

**P**ull

**A**im

**S**queeze

**S**weep





## City Services in a Disaster

The City has the capability to provide emergency shelter. This information will be made available in the event of such emergency.

### Police Department:

The Police Department is the essential answering point for emergencies. First responders are assigned based on the incident and by priority. Disasters and other major incidents result in a huge volume of calls. A dispatcher may be asking quick and concise questions. This is not to be rude but to move to the next call. Life threatening emergencies are the priority.

When reporting an emergency, remain calm. Know the address or at the very least a significant landmark for the location. Give a “call-back” number where you can be reached. Describe what you know. Stay on the line if you are instructed to do so. Anticipate additional questions.

Police officers assigned to traffic control points are in place for a reason. They restrict travel for a reason. Failure to comply with law enforcement could result a vehicle entering a dangerous area. The possible consequences of doing so may be damage to your car, loss of control, injury or death, and/or Civil and Criminal penalties.

For more information about emergencies, visit the link to the Brook Park Police Department website at [www.cityofbrookpark.com/police](http://www.cityofbrookpark.com/police)

### Building Department:

- ❖ In the event of a disaster (i.e. flood, tornado, etc.), the Building Department's top priorities would be for the safety of the occupants and the building structure.
- ❖ If the building has the slightest appearance of being damaged, all occupants should immediately vacate the structure.
- ❖ If people are trapped in the building, injured or you need any other emergency assistance, call 9-1-1.
- ❖ For non-emergency inspections of damaged structures, call the Building Department at 216-433-7412.
- ❖ All calls will be responded to on a priority basis.
- ❖ Once the structure is vacant, the Building Department's function is to verify that the building or dwelling is structurally sound with no hazards (i.e. electrical, plumbing, HVAC).
- ❖ Our inspectors will examine the building or other structures and will determine what or if any hazards visually exist.
- ❖ Written reports will document any findings and will be available at the Building Department.
- ❖ In the event of any hazards or required repairs, the Building Department will work with the property owners or tenants in providing a list of registered contractors and all the necessary steps to the permit process as needed.
- ❖ Any other possible opportunity to expedite the plan review, permit and inspection process will be afforded.

**Engineering Department:**

- ❖ The main focus of the Engineering Department after a disaster is to inspect and examine the public infrastructure such as roads, bridges, storm sewers, sanitary sewers, etc. to ensure the integrity of these items are not compromised and pose no threat to public safety.
- ❖ The Engineering Department is responsible to assess the damages of the public infrastructure for possible State and Federal funding. During major disasters, the Engineering Department coordinates damage assessment of the entire Community (both public and private) for potential disaster relief.

**Fire Department:**

- ❖ The primary mission of the Fire Department is the protection of life. When an emergency arises, the Fire Department utilizes its resources for life safety calls and the protection of property. In the event of multiple emergencies in the city, the Fire Department is responding to life safety calls first. If you have a non-emergency or want to report a possible hazard during a major event, please delay calling for a short time, then call the Fire Department's non-emergency telephone line at 216-433-1214.
- ❖ If you have any special medical equipment or oxygen at home that a prolonged power outage would cause you impairment, please consult with your supplier about having spare oxygen or battery backup for this equipment.

**Service Department:**

- ❖ Responding to a natural disaster, the overall responsibility of Service Department will be to take whatever action is necessary to open streets and roads to assure clearance for police, fire rescue vehicles and equipment. This activity would include removal of trees, debris or any other obstructions. Simultaneously, additional staff will be cleaning sewers and culverts that may be causing restrictions of water flow. The Service Department also will assist residents with pumping flooded basements. Plan for trash collection service to be on your regular scheduled day. If changes have to be made to the collection schedule, information will be posted on the city web site [www.cityofbrookpark.com/service](http://www.cityofbrookpark.com/service) or broadcast via **CodeRed**® phone calls. (See page 18).
- ❖ If the emergency is snow storm related, main roads are cleared first, followed by collector streets, then secondary streets and lastly, the Driveway Snowplowing Program for those that qualify and have registered with the city.

**COMMUNITY EMERGENCY RESPONSE TEAM**

- ❖ The CERT members are citizens trained and certified to provide disaster assistance within their own neighborhoods. CERT members receive basic training to help them save lives and property until the professionals arrive. They learn disaster response skills to help their neighbors without getting hurt themselves. CERT is a way for neighbors to be ready to help neighbors when disaster strikes.
- ❖ In the event of a natural disaster such as a severe winter storm, tornado, flooding or major earthquake, households need to be prepared to be on their own during the first 72 hours. Neighborhoods will be on their own and volunteers will naturally be the first on-the-scene emergency responders in their own communities, especially when police and firefighters are overwhelmed with requests for help and may be slowed down by impassable streets and other damage.

For more information on CERT go to city web site and click on CERT icon.





## CodeRed® Emergency Notification System

Brook Park now has the ability to quickly call every resident with information about emergency situations, using the **CodeRed®** high-speed telephone notification system. City officials can deliver recorded emergency information to specific areas to those residents and businesses that have enrolled in the program at the rate of 60,000 calls per hour.

If you receive a call from caller ID '866-419-5000' and the message begins 'This is an emergency or public service message from the City of Brook Park, please listen carefully to the entire message and follow the directions that you are given. Please do not call 911 after listening to the message, unless you are directed to do so, or if you need immediate fire or police aid.

Messages can be delivered to people who answer their phones, to voice mail and answering machines. Three attempts will be made to connect to your number. The City will have the ability to target specific areas, so you will receive a call only if the emergency may affect you and your household.

### Include Your Number In The Calling List

An accurate database of telephone numbers will be the key to the system's success. There is a good chance your home phone number is already in the calling list. You can insure the accuracy of that number and include an alternate number such as a cell phone or your work number, by following this registration process:

- ❖ To register your household or business, go to the City's website, [www.cityofbrookpark.com](http://www.cityofbrookpark.com) and click on **CodeRed® logo**, then click on the link for online registration form.
- ❖ If you do not have internet access at home, please consider using a computer at the library, or ask a friend or family member to register for you. On-line registration is the most efficient, accurate and private way to supply your information.
- ❖ If you cannot register on-line, paper forms are available at City Hall and the Recreation Center
- ❖ If you are having trouble obtaining a form or registering, call City Hall at 216-433-1300 for help.
- ❖ If you change your phone numbers, you must complete a new registration.
- ❖ If you are moving out of Brook Park and want your phone number removed from the calling list, you must notify Brook Park City Hall by calling 214-433-1300. Tell the receptionist you need a **CodeRed®** Number Removal Form. This can be mailed, faxed or emailed to you. Once you've entered your information, sign and return the form to City Hall, the information will be forwarded to **CodeRed®** and your numbers will be deleted.

The information you furnish is completely private and goes directly to the **CodeRed®** database. They will not sell or share this information with anyone else and your number will only be called in case of emergency, or if a public service announcement is made for your area.

To make sure you can receive a message even when the power goes out, you should have at least one corded telephone in your home, and you should register your cell phone number as an alternate contact, especially if you have privacy manager on your land line.

### Semi Annual Testing

The City has tested the system as part of the initial implementation. Every year, on the first Saturday in October and the first Saturday in March, the system will be tested. **IF YOU DO NOT RECEIVE A TEST CALL FROM THE CITY OF BROOK PARK, YOU ARE NOT IN THE TELEPHONE DATADASE AND YOU MUST REGISTER.** Please mark these dates on your calendar so you'll know when to expect a test call.

### Stay Alert, Stay Informed

The City of Brook Park will use this new service, which is provided at no charge to residents, as another tool to alert the public in case of emergency. You should still listen to warnings issued through the TV, radio and NOAA weather radios and the City will continue to use the warning sirens located throughout the community. However, not every resident is registered in **CodeRed®**. **Therefore, no one of these warning methods can reach 100% of our residents, but combined, and with your cooperation with neighbor informing neighbor, they will be extremely effective.**

If you receive a **CodeRed®** message

**Listen carefully, follow instructions, don't hang up until you hear the whole message, DO NOT call 911 unless instructed or you need immediate aid.**

**For more information on this service, please visit the City's web, [www.cityofbrookpark.com](http://www.cityofbrookpark.com)., click on CodeRed and read through the Question & Answers, or call City Hall at 216-433-1300**



Brook Park Fire Department emergency..... 9-1-1

Brook Park Police Department emergency..... 9-1-1

Brook Park Police Department non-emergency..... 216-433-1239

Brook Park Fire Department non-emergency..... 216-433-1214

Brook Park Service Department..... 216-433-4100

Brook Park City Hall ..... 216-433-1300

Brook Park Recreation Center ..... 216-433-1545

Brook Park Office of Aging..... 216-433-4136

Illuminating Company (Power Outage)..... 1-888-544-4877

Dominion East Ohio ..... 1-877-542-2630

Poison Control Center..... 1-800-222-1222

Time Warner Cable ..... 1-888-683-1000

American Red Cross ..... 1-216-431-3076

FEMA..... 1-800-621-3362

FEMA..... 1-800-462-7585 (TTY)

**INTERNET RESOURCES**

Brook Park City Website: [www.cityofbrookpark.com](http://www.cityofbrookpark.com)

For more information on family preparedness: [www.pep-c.org/homepage/](http://www.pep-c.org/homepage/)

FEMA Preparation and Prevention Document Library: [www.fema.gov/library/prepandprev.shtm](http://www.fema.gov/library/prepandprev.shtm)

Water storage: [www.pep-c.org/storagetips/](http://www.pep-c.org/storagetips/)

Publication: Food and Water in an Emergency (FEMA) [www.fema.gov/pdf/library/f&web.pdf](http://www.fema.gov/pdf/library/f&web.pdf)

Publication: Disaster Preparedness for People with Disabilities (American Red Cross): [www.redcross.org/services/disaster/beprepared/disability.pdf](http://www.redcross.org/services/disaster/beprepared/disability.pdf)

Publication: Are You Ready? An In-depth Guide to Citizen Preparedness (FEMA): [www.fema.gov/areyouready/](http://www.fema.gov/areyouready/)

Publication: Avoiding Flood Damage: A Checklist for Homeowners (FEMA) [www.fema.gov/pdf/hazards/flddam.pdf](http://www.fema.gov/pdf/hazards/flddam.pdf)

Publication: [www.ema.ohio.gov/weather.htm](http://www.ema.ohio.gov/weather.htm)

Family Physician \_\_\_\_\_

Family Pharmacy \_\_\_\_\_

**FINANCIAL RECORDS – REPLACING OR RECOVERING IF DAMAGED OR DESTROYED:**

This information was found at [www.uslegalforms.com](http://www.uslegalforms.com)

**Loan Documents:** submit a written request to the lender.

**Insurance Documents** – home, auto, life, health. Submit a written request to the issuing agent or company.

**Real Estate Titles:** contact the Cuyahoga County Recorder's Office,  
1219 Ontario Street, Cleveland, OH 44113. (216) 443-7300.

**Automobile Title:** you will need to go to the local Bureau of Motor Vehicles.

**Previous Year Federal Tax Returns:** can be requested by mail using IRS Form 4506T or by phone  
1-800-829-1040.

**Ohio Income Tax Return:** call the Ohio Department of Taxation, 1-800-282-1780.

**Stock Certificates:** contact the issuing company to advise that your certificates have been damaged or destroyed and ask for replacement instructions.

**Bank Records:** contact your bank.

**Military Discharge Papers:** Department of Veterans Affairs,  
10000 Brecksville Road, Brecksville, OH 44141 (440)526-3030

**Passports:** Brook Park Post Office, 14770 Snow Road, Brook Park, OH 44142 (216) 267-4943  
USPS Airport Branch, 5801 Postal Road, Cleveland, OH.... 44135 (216) 433-4014

**Birth, death and marriage certificates:** Cuyahoga County Probate Court,  
1 Lakeside Avenue, Cleveland, OH 44113 (216)443-8920

**Divorce papers:** Gerald E. Fuerst Clerk of Court, 1<sup>st</sup> Floor, Justice Center, 1200 Ontario Street, Cleveland,  
OH 44113 (216) 443-7952

**Social Security or Medicare cards:** Social Security Administration,  
RM793AJC Federal Building, 1240 East 9<sup>th</sup> Street, Cleveland, OH 44199 (800) 772-1213

**Freeze-drying financial documents:**

There are several restoration companies in the Cleveland area that offer services such as freeze-drying to help restore financial documents that may have been water damaged due to flooding or storms. You may even want to call your insurance company to see if this might be covered in your policy.

**Tips to prevent damage to your financial records:**

- ❖ Store your Financial Records in a safe deposit box at a bank; costs run about \$30 per year.
- ❖ Store your Financial Records in a home safe, make sure it can withstand a fire, flood or tornado.
- ❖ Keep copies of all financial records in a portable, fire-resistant, waterproof container that you could grab immediately if disaster strikes. Items to keep in container would be mortgage records and deeds, insurance policies, wills, stock and bond certificates.
- ❖ Take advantage of paperless recordkeeping – receive bank statements and documents via e-mail. Important tax records such as W-2's, tax returns and other paper documents can be scanned onto an electronic format. Copy files onto a CD or DVD.
- ❖ Keep list of home inventory with make, model and serial number, or take a video or digital photos of items. You will need to re-create inventory lists for insurance claims.





Copy the Family Communication Plan and post it where it is visible to family members

**Family Communication Plan**

**Where to meet:**

Choose one place near your home in case of a sudden emergency, such as a fire.

\_\_\_\_\_

Choose at least two or three places outside your neighborhood in case you cannot return home. Possibilities include neighbors, friends or relatives, homes, local schools, churches, parks or the Recreation Center. If you arrive home and no one is there, it will give you some places to start looking.

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

**Choose an "Out-of-Town" contact:**

Choose a friend or relative who lives at least 100 miles away, who can be contacted by all family members if it becomes impossible to reach the reunion locations. You can report to them where and how you are and learn where and how other family members are as well. Be sure each family member carries the contact person's name and telephone number with them.

\_\_\_\_\_

**Important Family Records:**

*For each adult, list employment information such as:*

Adult's Name \_\_\_\_\_ SS# \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_ Phone # \_\_\_\_\_

Adult's Name \_\_\_\_\_ SS# \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_ Phone # \_\_\_\_\_

*For each child:*

Child's Name \_\_\_\_\_ SS# \_\_\_\_\_

School and/or Child Care \_\_\_\_\_

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

Child's Name \_\_\_\_\_ SS# \_\_\_\_\_

School and/or Child Care \_\_\_\_\_

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

Child's Name \_\_\_\_\_ SS# \_\_\_\_\_

School and/or Child Care \_\_\_\_\_

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

Child's Name \_\_\_\_\_ SS# \_\_\_\_\_

School and/or Child Care \_\_\_\_\_

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