

BOROUGH OF RUMSON

EMERGENCY MANAGEMENT



GUIDE FOR FAMILY RESPONSE TO EMERGENCY SITUATIONS

Mark Rubin - Emergency Management Coordinator

INTRODUCTION

BE READY, BE SAFE, BE PREPARED

ARE YOU READY?

Disasters can happen anytime in Rumson, whether it is a snowstorm, flooding, or chemical spill. You can't always avoid them, but being prepared can help lessen the effects of these events on you, your family or your business.

Preparing for disaster can be as simple as buying extra water or batteries during a trip to the grocery store, but there are many more steps you can and should take to ensure that you don't fall victim to a disaster.

1. Get a kit of emergency supplies that will allow you and your family to survive for at least 3 days in the event of an emergency. The kit should include basic items like water, food, battery powered radio, an extra battery and car charging kit for your cell phone, flashlights and a first-aid kit.
2. Make a plan—plan in advance what you and your family will do in an emergency. Your plan should include a communications plan and address sheltering in place and evacuation information.
3. Be informed—learn more about different threats that could affect your community and appropriate responses to them.
4. Get involved—after preparing yourself and your family for possible emergencies, take the next step: get training in first aid and emergency response, and get involved in preparing your community. If you want to read more on the subject, pick up a free copy of the FEMA Manual "Are You Ready?" at Police Headquarters.

OFFICE OF EMERGENCY MANAGEMENT

MISSION STATEMENT

The mission of the Borough of Rumson Office of Emergency Management (OEM) is to maintain a high level of preparedness, to protect the citizens of the Borough of Rumson; to mitigate loss of life and vital assets prior to, during, and in the immediate aftermath of a disaster; and to facilitate the speedy recovery of the borough in the mid- and long-term intervals following a disaster.

OEM has the statutory responsibility to coordinate all borough emergency response plans. OEM's responsibilities are to identify vulnerabilities, effectively mitigate disasters, provide public education, respond to all hazard-emergency situations, protect the borough's first responders, ensure continuity of government and business, and to facilitate an effective recovery. OEM will coordinate with local, state, and federal agencies, as well as private entities to develop, maintain, and implement the Emergency Operations Plan (EOP).

OEM is prepared to activate an Emergency Operations Center during any major disaster to allow coordination of all support agencies to provide continuity of services to the public.

EMERGENCY NUMBERS

During the event of an imminent or actual emergency, guidance will be available to you via the radio, TV, newspapers, internet and through Police and Fire services. At that time, please cooperate by not overloading the telephone lines unless you feel it is absolutely necessary to call for aid or must report a serious situation. Monitor the AM Emergency Radio frequency (1630 kHz. on your AM radio), the borough's website, and local radio stations for current information.

Keep a list of emergency numbers, including:

POLICE, FIRE, MEDICAL EMERGENCIES.....732-842-0500 (or Dial 911)
Borough Hall (Other than to report an emergency) 732-842-3300
Local OEM Emergency Management Coordinator..... 732-842-0500

FAMILY EMERGENCY PREPAREDNESS ACTIONS

CREATE A DISASTER PLAN

Discuss the types of disasters that are most likely to happen, learn your community's warning signals, and what you should do when you hear them.

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 (everyone must know the address and phone number).

- * Establish an out-of-state friend to act as a contact for separated family members.
- * Show each member of the household how to turn off water, gas and electricity, and consider neighbors who may need assistance.
- * Monitor weather conditions on NOAA Weather Radio - 162.550 MHz. (This is also broadcast on the AM Emergency Radio frequency 1630 kHz.)
- * Install smoke detectors on each level of your home, check batteries regularly and change them twice a year.
- * Find out where children will be sent if they are in school when an evacuation is announced.

COMPLETE THIS CHECKLIST

- Post emergency telephone numbers by phones.
- Teach your children how and when to call 911 or your local police (732-842-0500) for emergency help.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Take a Red Cross First Aid and CPR class.
- Determine the best escape route from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

PUT TOGETHER A DISASTER SUPPLY KIT

- Prescription medications and medical information.
- Special dietary food if required.
- First aid kits – one for your home and one for your car.
- Lantern, flashlight, or other emergency lighting.
- Food that doesn't need to be cooked.
- Rotate stored food every six months.
- Personal aids, eyeglasses, hearing aids, etc.
- Insurance information.
- Portable radio and extra batteries (for cell phone, too).
- Baby supplies such as food, formula, disposable diapers, etc.
- Water in plastic jugs or other covered containers – change water every three months.
- A change of clothing, rain gear and sturdy shoes.
- Blankets or sleeping bags.

Store the supplies in an easy-to-carry container such as a backpack or duffle bag.

EVACUATION

1. FOLLOW THE INSTRUCTIONS AND ADVICE OF YOUR LOCAL GOVERNMENT

If you are advised to evacuate, do so promptly. If you are instructed to move to a certain location, go there – don't go anywhere else.

2. SECURE YOUR HOME BEFORE LEAVING

If you have time, and if you have not received other instructions from your local government, you should take the following actions before leaving home:

- a. Bring outside possessions inside the house, or tie them down securely.
- b. Disconnect any electrical appliances or equipment that cannot be removed – but do not touch them if you are wet or standing in water.
- c. Lock house doors and windows.

3. TRAVEL WITH CARE

- a. Leave early enough to avoid being marooned by flooded roads.
- b. Make sure you have enough gasoline in your car.
- c. Follow the recommended routes.
- d. As you travel, keep listening to the radio for additional information and instructions from your local government.
- e. Watch for washed-out or undermined roadways, earth slides, broken sewer or water mains, loose or downed electric wires and falling or fallen objects.
- f. Watch out for areas where rivers or streams may flood suddenly.
- g. Don't try to cross a stream or a pool of water unless you are certain that the water will not be over your knees, or above the middle of the car's wheels, all the way across. If you decide it is safe to drive across it, put your car in low gear and drive very slowly to avoid splashing water into your engine causing it to stop. Also, remember that your brakes may not work well after the wheels of your car have been deep in water. Try them out a few times when you reach the other side.

HURRICANES

It is very important that you listen to the recommendations of the emergency management office and immediately take the action they recommend.

Emergency information will be broadcast on local radio and television stations, leave areas early that might be affected by storm surge flooding.

LEAVE WHEN ADVISED TO DO SO BY LOCAL OFFICIALS

A HURRICANE WATCH is issued for a coastal area when there is a threat of hurricane conditions within 24-36 hours. It means you must take action to obtain supplies, secure your home and prepare to evacuate.

A HURRICANE WARNING is issued when hurricane conditions of strong wind, high water and storm surge are expected in specified coastal areas in 24 hours or it means you must take action for your safety.

PRE-EVACUATION ACTIONS

- Fill your car with gas, check car battery and oil, flashlight and radio batteries.
- Put your disaster supply kit together and be prepared to take it with you. Secure outdoor lawn furniture and other loose materials, shutter windows, etc.
- Prepare your family for evacuation. Because it depends on the strength, location and direction of the hurricane's movement, you may have to evacuate even before a hurricane warning is issued.
- If you are going to a designated public shelter, take blankets or sleeping bags.
- Top off underground tanks to prevent floatation.
- Make arrangements for your pets. They may not be allowed in public shelters.
- Remember, late evacuations will take longer to clear the threatened area – evacuate early and promptly.
- Stay tuned for emergency information on local radio, TV and Cable stations.

FLOODS

The National Oceanic and Atmospheric Administration issues flood forecasts and warnings when rainfall is enough to cause rivers to overflow their banks or when melting snow combines with rainfall to produce similar effects.

Flood Warnings are forecasts of impending floods that are given by radio and television and through local government emergency forces. Careful preparations and prompt response will ensure personal safety and reduce property loss.

BEFORE THE FLOOD

1. Flood insurance is available in participating communities through the federally sponsored National Flood Insurance Program. Contact your local licensed insurance broker or agent for more information.
2. Find out how many feet your property is above or below possible flood levels; when predicted flood levels are broadcast, you can determine if you may be flooded.
3. Keep stock of food which requires no cooking or refrigeration. Regular electric and gas service may be disrupted.
4. Keep a portable radio, emergency cooking equipment, and flashlights in working order; stock extra batteries.
5. Keep first aid supplies and any medicines needed by members of your family.
6. Keep your automobile fueled.
7. Store drinking water in closed, clean containers. Water service may be interrupted.
8. If flooding is likely and time permits, move essential items and furniture to the upper floors of your house. Disconnect any electrical appliances that can't be moved – **but don't touch them if you are wet or standing in water.**

AFTER THE FLOOD

1. Do not use fresh food that has come in contact with flood waters.
2. Do not visit the disaster area. Your presence will probably hamper rescue and other emergency operations.
3. Do not handle live electrical equipment in wet area. Electrical equipment should be checked and dry before returning it to service.
4. Use battery-powered lanterns or flashlights, not oil or gas lanterns or torches to examine buildings. Flammables may be inside.
5. Report broken utility lines to police or other appropriate authorities.
6. Keep tuned to your local radio or television station for advice or instructions from your local government.
7. Notify your insurance agent or broker if your property was damaged by the flood.

FIRES

Fire safety rules are of special importance in an emergency, but also should be observed every day to prevent disaster.

Most fire deaths occur in the home. There is one low-cost, easily obtainable device which has proven itself in saving lives; a smoke detector. Deaths from fire in the home have been substantially reduced when smoke detectors were present.

A smoke detector should be placed as close as possible to bedrooms. It is always a good idea to install a smoke detector on each level near stairways to the rest of the house. Smoke detectors should be checked and maintained regularly. Each member of your family should know what to do if the smoke detector goes off. A little time spent selecting escape routes and practicing what to do may save lives if a fire occurs in your home. Agree on a plan to meet outside so you can be sure everyone gets out of the house safely.

TO KEEP FIRES FROM STARTING

1. Clean out attics, basements, closets and garages frequently. Don't let trash and "junk" accumulate.
2. Extension cords should not be overloaded. Check cords often for fraying and avoid running them under rugs. An extension cord used to connect an appliance should always be the proper size and capacity for the appliance.
3. Store flammable liquids in approved containers outside the home if possible. Never use gasoline, naphtha, and similar liquids indoors - their fumes will readily ignite from any kind of spark. Rags soaked with cleaning fluid or turpentine sometimes catch fire by themselves (this is called spontaneous combustion), and they should be safely discarded after use. Also, never smoke while handling flammable liquids.
4. Check your home's heating sources. Many home fires are started by faulty furnaces and stoves, cracked or rusted furnace parts, and chimneys with creosote build-up. Be sure whatever heating source you use is clean and in good working order.
5. When stoves or heaters have an open flame, keep them away from walls, furniture, draperies and other flammable items and place a screen in front of the flame.

WINTER STORMS

Severe winter weather can dramatically increase seasonal deaths and injuries.

A. KEEP POSTED ON WEATHER CONDITIONS

1. A BLIZZARD is the most dangerous of all winter storms. It combines cold air, heavy snow and strong winds that blow the snow about and may reduce visibility to only a few yards.
2. A WINTER STORM WATCH indicates there is a threat of severe winter weather in a particular area.
3. A WINTER STORM WARNING is issued when heavy snow, sleet or freezing rain are forecast to occur separately or in combination.

B. BE PREPARED

1. Keep an adequate supply of heating fuel on hand and use it sparingly.
2. If you have a fireplace, keep a good supply of dry wood on hand.
3. Stock an emergency supply of food and water as well as emergency cooking equipment such as a portable stove.
4. Make sure you have a battery-powered radio and extra batteries on hand.
5. Keep a fire extinguisher available.

C. DRESS FOR THE SEASON

1. If you spend much time outdoors, wear several layers of loose-fitting, lightweight, warm clothes, rather than a single layer of thick clothing. Mittens are warmer than gloves. Use a hood to protect your head and face and to cover your mouth to protect your lungs from the extremely cold air.

D. TRAVEL ONLY IF NECESSARY

1. Make sure your car is in good condition, properly serviced, equipped with snow tires, filled with gas.
2. Make sure someone knows where you are going and your approximate time of arrival.
3. Have emergency winter storm supplies in the car, such as a container of sand, a shovel, windshield scraper, tow chain or rope, flares and a flashlight with extra batteries, and jumper cables.
4. Travel by daylight and use major highways if possible.
5. Drive with caution, don't be daring.

E. KEEP CALM IF YOU GET IN TROUBLE

If your car breaks down during a storm, or if you become stalled or lost, don't panic. Think the problem through, decide the safest and best thing to do, and then do it slowly and carefully.

TORNADOES

A Tornado is a violent storm with whirling winds of up to 300 miles per hour. It appears as a rotating, funnel-shaped cloud, from gray to black in color, which extends toward the ground from the base of a thunder cloud.

A TORNADO WATCH means that tornadoes may occur in or near your area. Listen to local radio, television or Weather Channel for information and advice.

If a TORNADO WARNING is issued for our area, take shelter IMMEDIATELY.

If you are at home, go to a corner of your home basement and take cover under a sturdy workbench or table. If your home has no basement, take cover in the center part of the house on the lowest floor in a small room such as a closet or bathroom, or under sturdy furniture. Stay away from windows to avoid flying debris. Do not remain in a trailer or mobile home. Take cover elsewhere in a shelter, or lie flat in the nearest depression or ditch. If you are at work in a building, go to an interior hallway on the lowest floor or to a designated area.

If you are at school, follow the instructions of school authorities. These usually involve taking shelter in interior hallways on the lowest floor, and staying out of structures with wide, free span roofs, such as auditoriums and gymnasiums.

If you are outside in open country, take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation or ravine, and cover your head with your arms.

LIGHTNING

Lightning is a serious hazard during thunderstorms and tornadoes. The following precautions should be followed when a lightning storm is imminent:

- A. Take cover inside a home, large building or car.
- B. Inside a home: Avoid using the telephone, except for emergencies. Avoid bathtubs, water faucets, sinks or metal pipes.
- C. If outside the home with no time to reach safety, follow these rules:
 1. Do not stand under a tree – it acts as a lightning rod.
 2. Avoid structures in open areas.
 3. Do not stand on a hilltop or beach.
 4. Get away from open water and do not fish from a small boat.
 5. Get away from motorcycles, scooters, golf carts and bicycles. Also, put down golf clubs – they may act as lightning rods.
 6. Put down metal tools.
 7. In a forest, seek shelter in a low lying area.
 8. If you are isolated in a level field or open area and you feel your hair stand on end (which shows that lightning is about to strike), drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

EMERGENCY PLAN

Local Contact

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Out of State Contact

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Nearest Relative

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Family Work Numbers

Father _____ Mother _____

Other _____

Family Physicians

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Reunion Locations

1. Right outside your home _____

2. Away from the neighborhood, in case you cannot return home _____

Address _____

Telephone _____

Route to try first _____
