



Being Prepared

A Family and Community Emergency Guide

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www.co.jackson.mi.us/hd

If an emergency event occurs in Jackson County, local government and disaster relief organizations will try to assist you, but you need to be ready as well.



Although we cannot prevent emergencies, you can help your family get through it safely by becoming informed and prepared. Jackson County Health Department provides this guide to help you:

- ◆ Understand what disasters could occur in your community
- ◆ Provide emergency contact information
- ◆ Create your family disaster plan
- ◆ Prepare emergency/disaster supply kits
- ◆ Plan for family members with special needs and for your pets
- ◆ Know what to do in a power outage

Find out what you can do to protect your community against disaster and emergency situations for:

- ◆ Agriculture
- ◆ Business
- ◆ Faith based
- ◆ Reporting public health emergencies
- ◆ School

To help you prepare, go to:
<http://www.michigan.gov/michiganprepares>

Be Informed

In an emergency, response agencies and public health departments will manage the crisis and rely on the public to follow instructions and react quickly. To know exactly what to do if such an event occurs, monitor TV, radio or on-line news reports for official news. The health department, county emergency management officials and law enforcement agencies will inform you of what your appropriate response should be, what level of danger or possible health hazards there may be, where to get medications or vaccines if necessary, and where to go for medical help or shelter. They will also help you determine if you should evacuate or remain where you are.

Disasters can result from natural hazards, accidents or terrorism.

Natural disasters in Michigan can be caused by drought, fire, floods, ice storms, tornados, and by disease epidemics such as pandemic flu or communicable disease. As a natural disaster occurs, check your local radio or television station or the Internet for current information. The National Weather Radio and the Emergency Alert System alert the public about dangerous conditions. **Watches** are alerts to potential danger; **warnings** alert you to impending danger. For weather updates go to: <http://www.crh.noaa.gov/crh/>

Accidental disasters—Some disasters are caused by accidents, such as blackouts, food or water supply contamination, explosions, equipment failure, hazardous materials incidents, household chemical emergencies and nuclear power plant emergencies. Emergency management agencies are trained to get the word out to the public. Listen to them for directions on what to do and where to go in order to minimize your exposure to the disaster.

Terrorism— There are many forms of terrorist attacks. According to the Department of Homeland Security, acts of terrorism include bombings, cyber attacks, threats of terrorism such as the use of chemical, biological, nuclear and radiological weapons.

Emergency 9-1-1 is the universal emergency phone number to request emergency assistance. During a disaster, do not call 9-1-1 unless the situation is life threatening. Parents should teach their children how and when to dial 9-1-1. For tips, visit Kids Health at <http://www.kidshealth.org/parent>

2-1-1 is a non-emergency information and referral hotline. It is available 24 hours a day, 7 days a week to everyone in Jackson County. Specialists are trained to provide callers with current information such as evacuation routes and locations of food and shelter during a disaster.

Communication with emergency personnel— If you are injured because of an accident or disaster, you may be unable to speak with emergency medical technicians. You can make their job much easier by simply adding an entry in the contacts list of your cell phone: **ICE**.

ICE stands for "In Case of Emergency." Add an entry, label it ICE, and enter the name and phone number of the person whom the emergency services should call on your behalf.

Be Prepared

You can help protect your family during, and immediately after an emergency by creating a family disaster plan and kit for your household.

Family Disaster Plan—Remember to practice it and update it at least once a year.

- Learn how to turn off water, gas and electricity at main switches. If your gas is turned off, call the gas company to restore service. Contact your local utility company for proper shut-off procedures. Do not attempt to restore service yourself.
- Post emergency contact numbers near all telephones.
- Pre-program emergency numbers into phones with autodial capabilities.
- Teach children how and when to dial 9-1-1 for emergency assistance, and how to make long-distance telephone calls.
- Pick a friend or relative to call if separated (it is often easier to call out-of-state during an emergency than within the affected area).
- Instruct household members to turn on the radio or television for emergency information.
- Pick two meeting places: one near your home and one outside your neighborhood in case you cannot return home. Post a note telling others when you left and where you are going.
- Take a basic First Aid and CPR class through the American Red Cross.

Escape routes—To establish escape routes from your house or apartment, draw up a floor plan and make sure that all family members understand the plan. Each room should have two exit points. Include all members of the household when you conduct a practice session. Be sure to select a site outside the home for everyone to meet after they've left the house.

To establish escape routes from the neighborhood, obtain a map that shows all the streets and their names so that when authorities provide evacuation instructions, you will know where to go.

Communication with Family—All family members should know how to contact one another if they are separated when disaster strikes. Fill out a contact card for each family member (see page 14) and have every member carry a copy of it in a wallet, purse or backpack for easy reference.

Essential records—In an emergency, you may not have time to gather your important documents. Make photocopies of those documents and secure copies in your disaster kit, as well as in a safe place away from your home. Important information on each family member should be kept available. You might want copies of:

- List of medications
- Insurance policies (including health, home, Medicare, Medicaid cards)
- Driver's license or other photo ID
- Bank account information
- Credit card information
- Financial records
- Inventory of home possessions
- Cash and travelers checks

Special needs—For those who have special needs, additional steps should be taken to protect them. Contact your utility company if anyone in your household uses life-sustaining equipment such as a kidney dialysis machine or respirator. Your utility can advise you on how to prepare for power outages. Consider helping those who:

- Are hearing impaired
- Have special dietary needs
- Are a single working parent

(see *Permission to Treat Minor Child form, page 13*)

- Are mobility impaired
- Have medical conditions
- Don't speak English

Safety skills—Take a basic first aid and CPR class from the American Red Cross.

Animal care—When preparing for a potential emergency, don't forget to include pets and livestock. If you find a lost animal, notify the local animal shelter as soon as possible and be prepared to give a full description of the animal and its location.

- Talk to your veterinarian about evacuation and emergency care for your animals.
- Identify an emergency animal shelter location nearby.
- Ask friends and neighbors to evacuate your animals if a disaster strikes when you are away.
- License your companion animals; make sure your animals can be easily identified so they can be reunited with you after the disaster; keep all vaccinations current.
- Take pictures of you with your animal(s) to show proof of ownership if you are separated during a disaster.
- Have your pets' medical records on hand.
- Prepare an evacuation plan for livestock.

Emergency/Disaster Supply Kits—Preparing an emergency kit ahead of time can save precious minutes in the event you must evacuate or go without electricity, heat or water for an extended period. Items you would need should be kept in an easy-to-carry container such as a duffel bag or large covered container. A smaller version of the kit should be kept in your car.

Emergency/Disaster Supply Kit

- ✘ Water, one gallon of water per person per day for at least 3-10 days, in plastic containers more resistant to breakage, such as soft drink bottles
- ✘ Food, at least a 3 to 10 day supply of non-perishable food and hand-operated can opener
- ✘ Blankets or sleeping bags
- ✘ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert, extra batteries
- ✘ Flashlight and extra batteries
- ✘ First Aid kit
- ✘ Local maps, whistle to signal for help
- ✘ Dust mask, plastic sheeting, utility knife and duct tape to shelter-in place
- ✘ Moist towlettes, hand sanitizer, soap and garbage bags for personal sanitation
- ✘ Wrench or pliers to turn off utilities
- ✘ Tools, rope, crow bar, shovel, fire extinguisher (lg. 5-20# ABC)
- ✘ Include medications and supplies if you take them, and other specialty supplies for children or pets
- ✘ Documents (kept in a waterproof container) including family records, medical records, insurance cards and policies, wills, charge and bank account information and tax records. Also include cash or travelers checks for purchasing supplies.

Winter/Travel Emergency Car Kit

- Water container
- Tow rope
- High-calorie, non-perishable food
- Blankets/sleeping bags
- Compass and road maps
- First Aid kit
- Utility knife
- Extra clothing to keep dry
- Windshield scraper and brush, booster cables
- Shovel
- Tool kit
- Flashlight w/ extra batteries

In addition, consider packing a “**go bag**” for every member of your family. Make sure each has an I.D. tag. For a list of what to put into individual bags, go to: www.co.jackson.mi.us/hd

Evacuate or Shelter-In-Place?

You may be faced with the decision to evacuate or shelter-in-place. **Evacuation** means moving from an unsafe place to a safe place quickly. **Shelter-in-place** is staying exactly where you are during a disaster; it may be at home, school, work or a friend's house.

Evacuate—evacuate immediately if told to do so by authorities. Listen to a local radio or TV station and follow the instructions of local emergency officials.

- Wear long pants, a long-sleeved shirt and sturdy shoes.
- Take all family members including pets with you when you leave.
- Grab your family’s “go bags”.
- Use the travel routes specified by local authorities.

Shelter-in-place—the directions for sheltering-in-place depend on the type of emergency situation. Listen to local officials on how to shelter-in-place and remain there until they tell you that it is safe to leave. Consider some examples:

Tornado warning—Go to an interior, underground or wind-safe room without windows.

Chemical incident—Take shelter on an upper floor in an interior space without windows and seal the space using plastic sheeting and duct tape. If you do not have a second floor, find a room with few or no windows and a limited number of doors. Access to a bathroom is desirable.

Nuclear emergency—If possible, take shelter below ground in an interior space without windows. If you do not have such a shelter, listen to authorities for the next best option.

Preparedness away from home—Emergencies may strike when you and your family members are away from home, so learn about plans at your workplace, or anywhere else you and your family spend time:

- Know the plan and how it affects you and tell someone if you require special assistance.
- Know where the stairs, manual fire alarm devices, fire extinguishers and first aid kits are located.
- Keep on hand such personal items as a pair of flat (preferably hard soled) shoes, work gloves, a flash light with batteries, extra food and water, and other personal items that can be stored in a small nylon bag or backpack.

Personal Hygiene—Keeping your hands clean is one of the best ways to keep from getting sick and spreading illness. Cleaning your hands gets rid of germs you pick up from other people, from the surfaces you touch, and from the animals you come in contact with.

Wash with soap and water—use warm water if it is available

- Lather with soap and rub hands vigorously for 20 seconds.
- Rinse thoroughly—dry with a clean towel.

Clean with alcohol hand sanitizers—When you use an alcohol based handrub use enough to cover all surfaces of hands:

- Put handrub on the palm of one hand.
- Rub hands, covering all surfaces of hands and fingers with handrub.
- Rub until dry.

Social Distancing—it is important to minimize the kind of social contact that enables virus transmission. Here are some examples of social distancing that you can practice:

- Avoid handshakes - Handshaking enables virus transmission through skin-to-skin contact. Substitute something else — smile or wave.
- Avoid the lunchroom rush – Bring your lunch if possible or eat with just a few people in a conference room or large office.
- Substitute teleconferences for face-to-face meetings. Reducing the number of people you see reduces the opportunity for virus transmission. Shift as much of the agenda as possible to email or teleconference.
- Use larger conference rooms – If you must meet face-to-face, use the largest available conference room. Larger rooms have more room to spread out.
- Avoid using public pens – Use your own pen at the retail counter, at the building or hotel guest registration, at the bank, etc.
- Avoid the commuter rush periods –Take advantage of your employer's flex time policy to shift your working hours or, if possible, work at home.

The use of masks in an emergency situation can help to keep germs at bay. Information on covering your cough to stop the spread of germs can be found at:
<http://www.cdc.gov/flu/protect/covercough.htm> .

Food Safety — Always keep meat, poultry, fish and eggs refrigerated at or below 40 degrees F and frozen food at or below 0 degrees F.

- Keep refrigerator and freezer doors closed as much as possible.
- Keep coolers and frozen gel packs on hand if the power will be out for more than 4 hours.
- Keep digital, dial or instant-read food thermometers in refrigerator and freezer at all times.

For a fact sheet from the U.S. Department of Agriculture on when to save food and when to throw it out, go to: [www.fsis.usda.gov/Fact Sheets/](http://www.fsis.usda.gov/Fact_Sheets/) .

Safety— If you are on a well and a heavy storm is predicted, fill your bathtub with water to use for purposes other than drinking (washing, flushing toilets).

During a power outage:

- Limit water usage to essentials such as toilet flushing and hand washing.
- Stop all water usage if electrical outage is extended or the plumbing begins to drain slowly.
- Once power is restored, limit your water usage to allow the treatment systems to regain normal productivity and proper treatment.

Flooding— To prevent system failure, take these actions before a flood:

- Turn off electrical power to treatment systems that have electric components.
- Reduce water usage - any wastewater introduced into the system will undergo little, if any, treatment.
- Plug the floor drains in your home to prevent water from backing up through the system.

After a flood, take these steps to make sure your family and the environment are not harmed by untreated wastewater:

- Have a service provider check for system damage, sediment buildup in tanks and electrical problems.
- Do not use water until the floodwaters have receded.
- Inspect the system for signs of damage (such as missing lids or inspection ports).
- Do not pump the tanks empty or below their normal operating levels; this may cause them to float out of ground and damage piping.

Permission to Treat Minor Child

*(Make copies of forms for personal use;
must fill out one form for each child in family)*

(Date)

I, _____, hereby give my permission for my child, _____, born on _____, to be given all necessary and appropriate medical care and treatment to stabilize his/her condition in the event of a public health emergency, or until I can be contacted.

Signed _____
(Signature of Parent or Guardian)

Print Name: _____

Insurance Company: _____

Policy No. _____

Parents' Contact Information:

Home Phone #: _____

Emergency Contact #: _____

Alternate Emergency Contact #: _____

Mom's Cell Phone #: _____

Mom's Work Phone #: _____

Dad's Cell Phone #: _____

Dad's Work Phone #: _____

Other Cell Phone #: _____

Emergency Contact List:

Places to meet (pick at least two) if family becomes separated:

Friend or relative outside local or affected area who can relay messages to other family members:

Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Family information:

Father's workplace _____

Work Phone _____ Cell Phone _____

Mother's Workplace _____

Work Phone _____ Cell Phone _____

Childrens' schools, phone numbers/email:

Doctor's Clinic _____

Doctor's Phone _____

Pharmacy/Phone _____

Nearest Emergency Room _____

Nearest Hospital _____

Veterinarian _____

Utilities locations _____

Gas shutoff valve _____

Water shutoff valve _____

Main electrical box _____

Township/municipality _____

Local Contacts:

Police, Fire & EMS	911
Jackson County 2-1-1	211
American Red Cross www.redcross-scmichigan.org	517-782-9486
Local Radio, WKHM 105.3 FM, WKHM 870 AM, WIBM 1450 AM, www.k1053.com ,	517-787-9546
Jackson County Health Department www.co.jackson.mi.us/hd	517-788-4420
Mental Health – Lifeways www.lifewaysmco.com	517-780-3332

Jackson County Public School Systems:

Columbia School District	517-592-6641
Concord Community Schools.	517-524-8850
East Jackson Community Schools	517-764-2090
Grass Lake Community Schools	517-522-8491
Hanover-Horton School District.	517-563-0100
Jackson Public Schools.	517-841-2201
Michigan Center School District	517-764-5778
Napoleon Community Schools	517-536-8667
Northwest Community Schools.	517-569-2247
Springport Public Schools	517-857-3495
Vandercook Lake Public Schools	517-782-9044
Western School District.	517-841-8100

State Contacts:

State of Michigan Emergency Preparedness http://www.michigan.gov/michiganprepares	
Michigan State Police www.michigan.gov/msp	517-780-4580

National Contacts:

American Red Cross www.redcross.org	1-202-303-5000
American Public Health Association www.apha.org	
Contact Loved Ones www.contactlovedones.org	1-433-992-4890
Department of Homeland Security www.dhs.gov	1-800-237-3239
Federal Emergency Management Agency (FEMA). www.fema.org	1-800-480-2520
National Weather Service.	1-301-713-4000
Next of Kin Registry http://nok.org/nok/restricted/home.htm	
Poison Control Center	1-800-222-1222
Ready America www.ready.gov	1-800-BE-READY
Emergency Preparedness Checklist for Nursing Homes, Assisted Living & Group Homes http://www.montgomerycountymd.gov/content/hhs/phs/APC/apcnursinghomeassess.pdf	

Emergency Wallet Card

(make copies for every member of your family;
keep additional copies in individual "go bags")

Emergency Plan

Name	Today's Date
Address	City/State
Phone #	Date of Birth
Allergies	Blood Type
Medication	Dosage
Medication	Dosage

Communication Plan

Local Contact Name	Phone #
Out of Area Name	Phone #
School Phone #	School Phone #
Mother's Work #	Father's Work #
Physician Name	Phone #
Veterinarian Name	Phone #

Emergency Plan Information

Disaster Kit Location	
Meeting Place Outside Home	Neighbors Phone #
Meeting Place Outside Neighborhood	Phone #
Hospital	Phone #
Other	Phone #