

Kenilworth Police Department



Emergency Preparedness Guide

March 2003

Kenilworth Police Department
Winnetka Fire Department
Kenilworth Emergency Management

Village of Kenilworth

Emergency Preparedness Guide

March 2003

Preface

This Brochure contains basic information about disasters and tips on emergency preparedness. It is designed to help you and your family formulate an emergency plan, put together an emergency kit, and learn what to do before, during, and after a disaster.

Acknowledgements

Preparedness is not stationary; it is a process that requires paying frequent attention to potential hazards around us. We gratefully acknowledge the City of Denver, the American Red Cross, the Village of Winnetka, the Village of Northbrook, and especially the Northbrook Fire Department for providing ideas and content for this first edition of the Village of Kenilworth's Emergency Preparedness Guide.

March 2003

Dear Residents of Kenilworth,

The recent terrorist attacks against the United States have left each one of us asking the question, "How can our families and our community be better prepared for an emergency situation?"

The attached Village of Kenilworth Emergency Preparedness Guide will help you and your family to be better prepared for all types of emergencies, ranging from a tornado to a bioterrorism event. It offers advice on how to make an emergency plan and put together a preparedness kit. It also provides basic information on what to do before, during and after any public emergency.

Although we cannot always prevent emergencies, there are many things we can do to be better prepared as individuals, as families and as a community. I ask that all Kenilworth residents take a moment to read this Guide. I also encourage you to assist others, such as senior citizens and others in need to be better prepared for an emergency. I hope you find this Emergency Preparedness Guide helpful. This Guide, as well as additional emergency information, is available on the Kenilworth Police website, <http://www.kenilworthpd.org>.

Sincerely,

A handwritten signature in black ink, appearing to read "Allan J. Kaminski". The signature is fluid and cursive, with a long horizontal stroke at the end.

Allan J. Kaminski
Executive Director of Police

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General Rules of Thumb

If an emergency or disaster happens, there are a few things you should do right away:

Stay Calm. Try not to panic, take time to understand what has happened and to think about what you can do to stay safe or avoid worse injury.

Check the scene. Pay attention to your surroundings to see whether you are safe where you are and whether anyone around you needs help; if you think you are in danger, get to a safer place as soon as you can.

Give and get help. If you or others are hurt or still in danger, call 911. Explain to the operator what has happened, where you are, what injuries people have, and whether the danger still exists.

Listen for official emergency announcements. Local radio and television stations will give emergency updates and instructions. This is your best source of information.

Be prepared to evacuate if told to do so by local authorities. If told to leave your home or work, do so right away, follow identified evacuation routes, and go directly to the specified shelter or safe area. If you can, bring your Emergency Kit with you and get in touch with your family's designated emergency contact person as soon as you can to let them know how and where you are.

Get Ready

An emergency often happens without warning, leaving little or no time for you and your family to plan what to do next. Therefore, it is important for you to learn before an emergency happens the things that you can do to be prepared. Two key things you can do are make an Emergency Plan and put together an Emergency Kit.

Make an Emergency Plan

Talk with your family about why and how you need to prepare for disasters or emergencies:

- ✦ Discuss the types of disasters that are most likely to happen and what to do in each case. Some of these are described in the next section.
- ✦ Keep a list of emergency phone numbers.
- ✦ Teach children how to dial 911.
- ✦ Purchase a NOAA Weather Radio that automatically alerts when a severe weather watch or warning is issued.
- ✦ Find out about the disaster plans at your workplace, children's school or childcare center, and other places where your family spends time away from home. Make sure your child's school or childcare center has your current emergency contact number.
- ✦ Pick two places to meet if something happens: one that is right outside your home in case of a sudden emergency like a fire; and a second one outside of your neighborhood in case you can't return home.
- ✦ Ask a friend or relative to be your emergency contact person. Make sure everyone has this person's address and phone number, and list it on the emergency contact page of this booklet and by each phone. If your family members get separated, they should call this person to tell them where they can be reached.

- ✦ Think about the special safety needs of small children, elderly or disabled relatives or neighbors, and pets.
- ✦ Keep important documents and records in a secure location.
- ✦ Get an Emergency Kit ready (see checklist that follows).

Put Together an Emergency Kit

Preparing an Emergency Kit ahead of time can save you time in case you must leave home quickly or go without power or water for a while. Put your Kit together with items you may need after a disaster, and if you can, try to keep enough supplies on hand to meet your needs for at least three days. Store them in sturdy, waterproof, easy-to-carry containers such as backpacks, duffel bags, or clean, covered trash cans.

Things you might try to include or have on hand are:

- A three day supply of water (one gallon per person per day) for drinking and cooking – store in clean plastic soda bottles (milk containers will break down and leak).
- Food that won't spoil or need much cooking (e.g., canned fruits and vegetables, cereals, peanut butter, crackers or cookies, and dry mixes like instant oatmeal or soup, rice or noodles). Use or replace them every 6 months if possible.
- One change of sturdy clothes and shoes, and one blanket or sleeping bag per person.
- Small household tools or items such as a battery-powered radio, flashlight with extra batteries, utility knife, bowls, and cups, silverware, can opener, lighter or matches, dishtowel, etc.
- An extra set of car and house keys, personal identification, and credit cards, cash or traveler's check. Keep important family papers (e.g., birth certificates, passports, special medical information, etc.) in a waterproof container or plastic bags.
- Sanitation supplies such as toilet paper, hand wipes, diapers, tampons or sanitary pads, plastic trash bags.
- Special items for young children, elderly or disabled family members and pets (e.g., special foods, medications, aid devices, carriers, etc.)
- A basic first aid kit that includes your prescription medications, bandages in assorted sizes, safety pins, cleanser/soap, latex gloves, gauze pads, scissors, tweezers, sewing needles, thread, alcohol wipes, burn cream, oral thermometer, non-aspirin pain reliever, antacid, cotton balls or swabs.
- A battery operated radio.

When a Disaster or Emergency Happens

The next section will give you some tips on how to know when there is an emergency, information about different types of disasters that could happen in the Kenilwoth area, and advice on how you can stay safe if and when they do.

How You Will Know When a Disaster Happens

There are different ways that you may find out that an emergency or disaster is threatened or occurring. Weather warnings are usually given on television and radio. A “severe weather watch” means a severe storm might develop. A “severe weather warning” means that severe weather has already developed, and that you should seek shelter right away.

In other situations, a siren may sound, or emergency workers may drive by giving instructions over a loud speaker, or they might even come to your door. In the meantime, you should listen to radio or television for further emergency information.

What to Do for Different Types of Disasters

Floods Floods can occur quickly and can be dangerous because of fast moving waters. If there is a flood warning or you believe a flood will happen soon:

- ✦ Save yourself, not your belongings.
- ✦ Stay away from floodwaters – even water just six inches deep can knock you off your feet.
- ✦ Do not let children play in or near floodwaters, flooded creeks, or flood retention ponds.
- ✦ Never try to drive through floodwaters - if your car stalls, leave it and head for higher ground on foot.
- ✦ Once you are in a safe place, listen to a battery-powered radio for official updates or wait for emergency workers to give you instructions.

Thunderstorms All thunderstorms produce lightning that can cause death or serious injury. Lightning can strike from up to 5 to 10 miles away, even if it is not raining or is sunny where you are. If there is a thunderstorm warning, or if you see or hear a storm coming in the distance, follow these steps:

- ✦ Get inside a home, building, or vehicle right away.
- ✦ Close all windows and doors; draw the shades or blinds to reduce the risk from flying glass if window or door glass breaks due to high winds.
- ✦ If you're outside, drop to a crouching position with your feet on the ground and close together.
- ✦ Stay away from trees, metal objects and power lines. Do **not** use appliances such as phones, televisions, or computers that could carry lightning current into your home or office.

Tornadoes Tornadoes produce very high winds in funnel-shaped clouds that can lift and move heavy objects such as buildings and cars. They can move extremely fast and do a lot of damage to people and property. If there is a tornado warning or if you see a tornado coming or hear a tornado siren, follow these steps:

- ✦ If you are outside, seek shelter in a house or other building (but not in a car or trailer) right away. If there is no shelter nearby, lie flat, face down, in a ditch or low area and cover your head until the tornado passes.
- ✦ If you are already inside, move to the basement or to a room or hallway near the center of the building. Stay away from windows and doors and listen for official updates.
- ✦ If in a high-rise building, go to small, interior rooms or hallways on the lowest level possible.

- ✦ Avoid places with wide-span roofs, such as auditoriums, cafeterias, gymnasiums, and large hallways.
- ✦ If you are in a vehicle, get out and lie flat, face down, in a ditch or low area and cover your head until the tornado passes – do not stay in your car or try to out drive a tornado!

Winter Storms Winter storms can be dangerous because they leave people stranded in their homes and cars and sometimes without power. If there is a winter storm warning, you believe a storm is headed your way, or you are already stranded by one:

- ✦ If already inside, get your Emergency Kit and listen for official updates.
- ✦ Do not travel unless you really have to do so, and if you do, try to take public transportation.
- ✦ Stay indoors and dress warmly – if you must go outside, wear enough clothing to keep you warm and dry (e.g., hat, boots, mittens or gloves, extra layers).
- ✦ Eat and drink liquids on a regular basis.
- ✦ Conserve heat and fuel – keep the thermostat at 65 degrees or less during the day and 55 degrees at night, close off unused rooms, stuff towels or rags in cracks under doors, and cover windows at night.
- ✦ If you get stranded in your car or other vehicle, stay with your vehicle, and hang a brightly colored cloth on the radio antenna. Turn on the engine for about 10 minutes each hour (or 5 minutes every half hour) to keep warm, but make sure the tailpipe is clear of snow and that you leave a window open a bit to prevent carbon monoxide poisoning.

Fires/Explosions Fires can cause death and serious injury to people due to burns and smoke inhalation. Explosions that can also do a lot of damage to people and property may occur either on their own or as part of a larger fire. If you hear a fire alarm or smoke detector, see a fire, or see or smell smoke, follow these steps:

- ✦ Leave the building as fast as you can! Then, call 911 from an outside phone.
- ✦ If a stove fire starts, slide a lid over it and turn off the burner. Never pour water on grease fires; this will make the fire spread.
- ✦ If you try to use a fire extinguisher on a small fire and the fire does not go out right away, drop the extinguisher, get out of the building and call 911.
- ✦ Be careful when opening doors. Feel a closed door, cracks and doorknob with the back of your hand before you open it. If it is cool and there is no smoke at the bottom or top, open it slowly. If it is warm or you see smoke at the cracks, you need to find another way out.
- ✦ Stay low. If your only way out is through smoke, crawl on the floor under the smoke to get to your exit.
- ✦ If the smoke is too thick or heat or flames block your exit, stay in a room with the door closed and window open and hang a sheet outside the window so firefighters can find you.
- ✦ Once you are out of the building, stay out!
- ✦ Meet family members at your pre-designated meeting area.

Toxic/Chemical Events Dangerous amounts of chemicals can be released into the environment from industrial accidents, or on purpose, as happened in Japan when nerve gas was released in the subway system. These events can cause fires or explosions and can be very poisonous to people and animals.

- ✦ If you receive any threat about toxic spill or release or see any strange activity that you believe may be part of a chemical event, call 911 right away.
- ✦ If you live or work near the scene of a chemical event that has not reached your building, stay where you are, listen for emergency updates, and wait for instructions from emergency workers or police before leaving the area.
- ✦ If you are right at the scene of a chemical event, get yourself and others far away from the spill or leak and, then, call 911. Try to stay upwind and wait in a safe place nearby for emergency workers to arrive. Watch for signs of toxic poisoning (e.g., trouble breathing, dizziness, irritated eyes, skin or throat, stomach cramps or diarrhea).
- ✦ Try to avoid breathing in fumes or smoke by covering your mouth with your hand or cloth. Never touch, taste, sniff or put your eyes near any real or suspected chemical substance.
- ✦ Pour cold water over yourself or others if you come in contact with chemicals and remove any contaminated clothing. If you don't have water, brush chemicals off skin with a glove, plastic bag, or cloth.
- ✦ If you are outside, try to stay upstream, uphill, and upwind of the accident.
- ✦ If you are told by local officials to “shelter in place” (i.e., remain in your home or office), turn off all heating and air conditioning systems, get your Emergency Kit, and go to an interior room. Preferably one without windows. Use duct tape and keep listening to your radio or television until you are told all is safe or that you should evacuate.
- ✦ Do **not** buy a gas mask; there are too many variables to ensure safe and effective use.

Bioterrorism Events Bioterrorism involves the deliberate use of harmful bacteria to make people sick. We have seen this with anthrax being transmitted through the mail. While these types of events are extremely rare, they can be very dangerous. Although we cannot always prevent them from happening, we can deter them by reporting strange activity to local officials. If you receive news that bioterrorism has occurred where you live or work or strongly suspect that it has, you should follow these steps:

- ✦ If you receive any threat of bioterrorism, or see strange activity that you believe may be part of a bioterrorism event, call 911 immediately!
- ✦ If you live or work near the scene of a bioterrorism event that is not in your building, stay where you are, listen for emergency updates, and wait for instructions from emergency workers or police before leaving the area.
- ✦ If you are right at the scene of a bioterrorism event, get yourself and others far away from the biological agent, then, call 911. Wait in a safe place nearby for emergency workers to arrive. If you later notice signs of biological infection (e.g., severe breathing problems, shock, nausea, loss of appetite, vomiting, fever, abdominal pain, severe diarrhea, etc.), call 911 right away or call your doctor.
- ✦ If you see or receive a suspicious looking package (e.g., bulky envelopes, unfamiliar or missing return address, heavy or oddly sealed boxes, anything leaking powder or other substance, etc.) **do not** open, shake, or put your face or bare skin near it. Put it down gently, wash your hands right away with soap and water. Never touch, taste, sniff, or put your eyes near any real or suspected biological agent.

- ✦ Do not purchase or stockpile drugs; there are too many safety variables and biological strains to assure effectiveness.
- ✦ Wait and listen for Public Health Department information and direction.

What to Do Until Help Arrives

If someone with you is sick or hurt, follow these basic first aid steps – *Check – Call – Care*:

- ✦ *Check* the scene. Make sure it is safe for you to get closer, then check the injured person to see if he/she has any life-threatening conditions (i.e., constant or sudden chest pain, trouble breathing, heavy bleeding, lack of consciousness, or severe injuries from falls, head wounds, or burns).
- ✦ *Call* for help. If the injured person has any of the life-threatening conditions listed above, call 911 right away or have someone else call while you stay with the person.
- ✦ *Care*. Do your best to comfort the sick person and prevent further injury until emergency workers arrive. Here are some ways you can help:

Control Bleeding

- ✦ Cover wounds with a pad, bandage, or cloth and press firmly.
- ✦ If there are no broken bones, lift and keep the injured area above the level of the heart.
- ✦ If the bleeding does not stop, put on extra bandages, and squeeze the artery against the bone at a point between the injury and the heart (usually inner legs or inner arms).

Care for Shock

- ✦ Keep the injured from getting either too cold or too hot.
- ✦ Lift and keep legs about 12 inches above the floor or ground (if no broken bones).
- ✦ Do not let the injured person eat or drink anything.

Tend Burns

- ✦ Cool the burned area with lots of cool water.
- ✦ Cover the burn with a dry, clean bandage or cloth.

Care for Injuries to Muscles, Bones and Joints

- ✦ Apply ice or a cold pack to control swelling and lessen the pain.
- ✦ Avoid movement or activity that causes the injured person any pain.
- ✦ If you must move the victim because the area is unsafe, try to keep the injured part still.

Reduce Any Care Risks

The risk of getting a disease while giving first aid is rare. However, to lower the risk more:

- ✦ Avoid direct contact with blood and other body fluids

- ✦ Use latex or rubber gloves if you have them.
- ✦ Thoroughly wash your hands with soap and water right away after giving first aid.

Basic Survival Tips

If your Power Goes Out: Remain calm. Call Commonwealth Edison (800) EDISON-1 to report the power outage and follow these steps:

- ✦ Do **not** call 911.
- ✦ Use a flashlight for emergency lighting instead of candles.
- ✦ Turn off electrical appliances you were using when the power went out.

Avoid opening the refrigerator and freezer so they will stay cold.

- ✦ Listen to your battery-powered radio for updated information.
- ✦ Assist family or neighbors who may become ill from extreme heat or cold.
- ✦ If you need to cook, use a grill or camp stove outdoors or use your fireplace. Canned food can be heated up and eaten right out of the can. (Be sure to open the can and remove the label before you heat it.)
- ✦ Never run a generator, grill, or kerosene heater inside a home or garage as these can cause house fires or release poisonous fumes.

If Food Supplies Are Low: Healthy people can survive for a long time on half of what they would normally eat and without any food at all for many days. Food, unlike water, may be rationed safely, except for children and pregnant women. Follow these tips if your food supply is limited during an emergency.

- ✦ Eat salt-free crackers, whole grain cereals, and canned foods with high liquid content rather than high fat, high protein, or salty foods that make you thirsty.
- ✦ If at home, use up foods from your refrigerator and freezer first. Then use canned foods, dry mixes, and other things that you already have on your cupboard shelves.
- ✦ If you can, continue to drink water and liquids as usual.

Stay Healthy and Safe After a Disaster

Coping with Trauma

Recovery continues even days or months after a disaster strikes as you and your family face the post-traumatic emotional and psychological effects of the event. Reactions vary from person to person, but may include; restless sleep or nightmares, anger, fear, wanting revenge, lack of emotion, needing to keep active, loss of appetite, weight loss or gain, headaches, and mood swings.

All of these are normal reactions to stressful events. It is important to let yourself and others react in their own way. It may be helpful to:

- ✦ Talk with your family and friends about what happened and how you feel about it.

- ✦ Volunteer at a local shelter, blood bank, or food pantry to help with emergency efforts.
- ✦ Talk to your minister, spiritual advisor, or other counselor.
- ✦ Encourage your children to share feelings; even if you must listen to their stories many times; this is a normal way for children to make sense of traumatic experiences.
- ✦ You may also want to share your feelings about the event with your children.

If these strategies are not helping to lower your stress, or you find that you or your family members are using drugs/alcohol or resorting to other unhealthy behaviors in order to cope, you may wish to seek outside or professional help.

Ways You Can Help Others

Here are a few more basic things to keep in mind that may help you, your family, or emergency workers get through a disaster more quickly and safely:

- ✦ Call 911 or the operator only for a possible life-threatening emergency. Telephone lines are very busy during disaster situations, and they need to be kept clear in order to permit emergency calls through.
- ✦ If you do not have an emergency, do not go to or call the hospital emergency department.
- ✦ If you are able to donate blood, contact LifeSource to make an appointment at the donation center closest to you. (800) 486-0680

Emergency Contact Information

Emergency (Police, Fire, Rescue, Medical Hazardous Materials): 911
Non- Emergency Police: (847) 251-2141
Non- Emergency Fire: (847) 501-6029
Poison Control: (800) 222-1222
Kenilworth Water Department: (847) 251-1094
Village of Kenilworth: (847) 251-1666
Kenilworth Public Works: (847) 251-9210
Glenbrook Hospital: (847) 657-5800
Highland Park Hospital: (847) 432-8000
Lutheran General Hospital: (847) 723-2210
Evanston Hospital: (847) 570-2000

Other Emergency Information Sites:

American Red Cross: <http://www.redcross.org>
National Weather Service: <http://www.crh.noaa.gov/lot>
Illinois Emergency Management Agency: <http://www.state.il.us/iema>
Illinois Homeland Security: <http://www.state.il.us>
Federal Emergency Management Agency: <http://www.fema.gov>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Kenilworth Police Department: <http://www.kenilworthpd.org>
National Institute of Standards and Technology: <http://www.fire.gov/>
National Association of State Fire Marshals: <http://www.firemarshals.org/>
National Volunteer Fire Council: <http://www.nvfc.org/>
United States Fire Administration: <http://www.usfa.fema.gov/>
The Weather Channel: <http://www.weather.com>
Cook County Sheriff's Police: <http://www.cookcountysheriff.org>
Cook County Emergency Management Agency: <http://www.ccsema@cookcountysheriff.org>
Illinois Department of Public Health: <http://www.idph.state.il.us>
Illinois Department of Nuclear Safety: <http://www.idns.state.il.us>
Illinois Environmental Protection Agency: <http://www.epa.state.il.us>
National Domestic Preparedness Office: <http://www.ndpo.gov>

Sites for Children:

United States Fire Administration: <http://www.usfa.fema.gov/kids/>
Illinois Firefighter's Association: <http://www.stae.il.us/kids/fire/>
Federal Emergency Management Agency: <http://www.fema.gov/kids/>

Your Family Emergency Plan: Fill this out and make copies for family member to keep:

<p>Emergency Contact Information:</p> <p>Emergency Contact Person: _____</p> <p>Emergency Contact Phone and Address: _____</p> <p>Meeting Place # 1 (Near Home): _____</p> <p>Meeting Place # 2 (Away from home): _____</p> <p>Cell or Home Phone: _____</p> <p>Home Address: _____</p>
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<p>Emergency Contact Information:</p> <p>Emergency Contact Person: _____</p> <p>Emergency Contact Phone and Address: _____</p> <p>Meeting Place # 1 (Near Home): _____</p> <p>Meeting Place # 2 (Away from home): _____</p> <p>Cell or Home Phone: _____</p> <p>Home Address: _____</p>
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Family Preparedness At Home – At Work – At School

General Considerations:

- Has everyone in the household shared their phone numbers (work, school, pager, cells) with everyone in the home and are the numbers readily accessible to everyone in the family should they be away from the home?
- Does the family plan include identification of a relative or close friend who is willing to act as the family's single point of contact to call in and advise of their status and location? The intent is to provide a single phone number where all family members can call and confirm the status of all family members.
- Has your family established a single geographic gathering point near your home where you will meet in the event you can't get into your house and communication systems are down?
- Has your family developed a plan of action should parents be at work and children are sent home from school early? What direction have children been given during periods similar to September 11, 2001?
- Do you have a survival contingency kit in your home? See American Red Cross web site <http://www.redcross.org>.
- Has your household developed a friends-helping-friends neighborhood contingency plan whereby you'll help one another, share resources, and work as a team during periods when disruptions of life occur?
- Has your family identified a relative or friend remote from Kenilworth where your family could evacuate during a crisis? It is suggested several evacuation safe havens be identified, one for each compass point (east, west, north, south).

Your Emergency Evacuation Checklist:

- Secure your household survival kit.
- Bring adequate and appropriate clothing for all family members.
- Take prescription drugs and general medication that might be needed.
- Take flashlights, batteries, and battery-operated radios.
- Take pet care needs.
- Take children's board games and entertainment items.
- Take valuables, currency, and identification for all family members.
- If weather is below zero and freezing pipes are a potential, turn on faucets (to a trickle) in the house.
- Take your personal phone directory.

Family Preparedness At Home – At Work – At School

Your Emergency Evacuation Checklist continued:

- Take chargers for cell phones or other needed electric devices requiring support equipment.
- Call relatives to let them know you're evacuating and where your evacuation site will be.
- If you have neighbors who are elderly or have special needs, try to help them as needed, become their pseudo-family through the crisis. If they are unable to evacuate, contact the Kenilworth Police Department at (847) 251-2141 or the Winnetka Fire Department at (847) 501-6029.
- Leave outside porch light on when you evacuate.
- Leave information regarding your whereabouts, the phone number at your evacuation location, your cell phone number, pager number, etc. in an envelope taped to the bottom portion of your front or back door, down between the storm and main door.
- Make sure your house is locked and windows are closed and locked.
- Drive safely and monitor the radio and TV for information updates.

Checklist for Families:

- Read all of the following before you exit to a safe place of refuge.
- Seek assistance and comfort with your neighbors. Help one another and share resources.
- If an emergency exists, call 911 or stop a passing police or fire vehicle. Following a large disaster or event, public safety resources may not be immediately available due to their being dispatched to the sites of other emergencies.
- If you cannot access emergency assistance by dialing 911 or other methods, consider assisting the injured following the approved priority sequence or (1) airway management (breathing), (2) bleeding control (bandage and direct pressure), and (3) broken bones (immobilize the break and joints either side). Consider transporting the victim in a car to a local hospital emergency room. If you suspect a back/spine/neck injury, **DO NOT** move the victim, wait for professional assistance.
- When you go outside from your safe place refuge be alert to hazards such as downed electrical power lines, leaking natural gas, fast moving rain water drainage, dangerous trees/limbs, unstable structures, etc. Situational awareness is key to your safety and survival.
- Secure valuables from your house and vehicle. Safeguard them from further damage (plastic tarps/large garbage bags).
- Attempt to contact friends and relatives to let them know your status and needs.
- If your family has been separated (some at work, some at school) consider going to your predefined gathering point or calling the predefined contact number.
- Conserve food by keeping your refrigerator closed if power is out. Secure a safe water source.

Family Preparedness At Home – At Work – At School

Checklist for Families Continued:

- Safeguard your pets and children from outside hazards. Provide clear safe boundaries in safe zones for children and pets.
- Contact your insurance company. In the event of a large-scale disaster, place a sign in your front yard with your insurance company's name on it. Insurance adjusters from your company may report directly to damaged neighborhoods to assist clients.
- Be prepared to find temporary housing if your house has significant structural damage.
- Don't fall prey to scam artists offering to provide immediate repairs or remedies for cash. Hire only reputable, local contractors.
- Be careful with candles, generators, and chain saws. All are present hazards and should not be used indoors due to fire threat, carbon monoxide fumes and accidental electrocutions. Eye and hand protection should be worn when chain saws are used.
- Pumping out basements is useless until outside ground water has drained down storm sewers and the water level on the streets is eliminated.
- Do not go into a flooded basement unless the electricity and natural gas has been shut off.
- Do not use an oven for indoor heat and never bring a barbecue grill indoors to cook. Both breed deadly carbon monoxide.
- Stay away from swift moving water or water that is a whirlpool. Often street drain covers have been displaced, and the swift water can knock a grown person off of their feet into an open street drain.
- Use of ladders around fallen trees or on a roof is dangerous until all power-lines are accounted for and de-energized.
- Remember a sense of community. Neighbors helping neighbors, friends helping friends; we will make it through this with the help of one another.
- In a large-scale disaster, the Village will open recovery assistance sites in several locations throughout the Village where damage has occurred. Go to your closest public school or Village facility to find out the locations of these recovery assistance sites.

Emergency Information Access:

A Host of methods exist and plans are in place to provide emergency information to Kenilworth residents should a crisis develop or where normal services and way of life are disrupted due to natural weather events. During periods like these, Kenilworth officials will try their best to keep the information flowing to the community.

Accordingly, the contingency plan to provide information throughout the community during times of crisis is based upon a succession of various alternatives. As normal communication abilities degrade, the system and methods listed below will be brought up on line in descending order as they are listed. Should

a previous communications method become inoperative, the next method or system will be engaged to continue the information flow throughout the community.

<h2>Family Preparedness</h2> <h3>At Home – At Work – At School</h3>

Emergency Information Access Continued:

The communications systems or methods listed are in a descending order of implementation.

Normal Means of Communications

- ✦ Telephone numbers to the Village Hall, Police Department, Fire Department, Public Works Department
- ✦ Village cable TV network, Channel 10
- ✦ Police Department web site <http://www.kenilworthpd.org>
- ✦ Village newsletter
- ✦ Walk-in government offices
- ✦ Local newspapers

Contingency Means of Communications

- ✦ Public Address Systems in Emergency Vehicles
- ✦ Door-to-door Notification
- ✦ Via Media (radio or television)
- ✦ Cable Television Announcement
- ✦ Outdoor Warning Siren Speakers.

Your Personal “Reaction Control” Checklist

- Don’t panic – remain calm – follow public safety direction. Move away from event site and use common sense.
- Help others get through the event. Buddy-up with them and move to safety.
- Be aware of the situation and circumstances around you. Continuously move to safer areas.
- Help injured people. Move them to a safer area and group injured individuals together. Seek paramedic and first responder assistance.

Remember your family action plan. Call your designated contact to report your condition and whereabouts. If possible go to your pre-determined gathering point.



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Homeland Security Advisory System Recommendations

Individual

<u>Risk of Attack</u>	<u>Recommended Actions</u>
SEVERE <i>(Red)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Listen to radio/TV for current information/instructions • Be alert to suspicious activity and report it to proper authorities immediately • Contact business to determine status of work day • Adhere to any travel restrictions announced by local governmental authorities • Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities • Provide volunteer services only as requested
HIGH <i>(Orange)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Review your personal disaster plan • Exercise caution when traveling • Have shelter in place materials on hand and review procedure in Terrorism: Preparing for the Unexpected brochure • If a need is announced, donate blood at designated blood collection center • Prior to volunteering, contact agency to determine their needs
ELEVATED <i>(Yellow)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Ensure disaster supplies kit is stocked and ready • Check telephone numbers and e-mail addresses in your personal communication plan and update as necessary • Develop alternate routes to/from work/school and practice them • Continue to provide volunteer services
GUARDED <i>(Blue)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower level</i> • Be alert to suspicious activity and report it to proper authorities • Review stored disaster supplies and replace items that are outdated • Develop emergency communication plan with family/neighbors/friends • Provide volunteer services and take advantage of additional volunteer training opportunities
LOW <i>(Green)</i>	<ul style="list-style-type: none"> • Obtain copy of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter • Develop a personal disaster plan and disaster supplies kit using Red Cross brochures Your Family Disaster Plan and Your Family Disaster Supplies Kit • Examine volunteer opportunities in you community; choose an agency to volunteer with and receive initial training • Take a Red Cross CPR/AED and first aid course

Your [local American Red Cross chapter](#) has materials available to assist you in developing preparedness capabilities.



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Homeland Security Advisory System Recommendations

Family

<u>Risk of Attack</u>	<u>Recommended Actions</u>
<div style="background-color: red; color: white; padding: 10px; text-align: center;"> SEVERE (Red) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Listen to radio/TV for current information/instructions • Be alert to suspicious activity and report it to proper authorities immediately • Contact business/school to determine status of work/school day • Adhere to any travel restrictions announced by local governmental authorities • Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities • Discuss children’s fears concerning possible/actual terrorist attacks
<div style="background-color: orange; padding: 10px; text-align: center;"> HIGH (Orange) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Review disaster plan with all family members • Ensure communication plan is understood/practiced by all family members • Exercise caution when traveling • Have shelter in place materials on hand and understand procedure • Discuss children’s fears concerning possible terrorist attacks • If a need is announced, donate blood at designated blood collection center
<div style="background-color: yellow; padding: 10px; text-align: center;"> ELEVATED (Yellow) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Ensure disaster supplies kit is stocked and ready • Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary • If not known to you, contact school to determine their emergency notification and evacuation plans for children • Develop alternate routes to/from school/work and practice them
<div style="background-color: blue; padding: 10px; text-align: center;"> GUARDED (Blue) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower level</i> • Be alert to suspicious activity and report it to proper authorities • Review stored disaster supplies and replace items that are outdated • Develop an emergency communication plan that all family members understand • Establish an alternate meeting place away from home with family/friends
<div style="background-color: green; padding: 10px; text-align: center;"> LOW (Green) </div>	<ul style="list-style-type: none"> • Obtain copy of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter • Develop a personal disaster plan and disaster supplies kit using Red Cross brochures Your Family Disaster Plan and Your Family Disaster Supplies Kit • Take a Red Cross CPR/AED and first aid course

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Homeland Security Advisory System Recommendations

Neighborhood

<u>Risk of Attack</u>	<u>Recommended Actions</u>
SEVERE <i>(Red)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Listen to radio/TV for current information/instructions • Be alert to suspicious activity and report it to proper authorities immediately • Adhere to any travel restrictions announced by local governmental authorities • Be prepared to shelter in place/evacuate and assist neighbors who are elderly or have special needs to do the same
HIGH <i>(Orange)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Check on neighbors who are elderly or have special needs to ensure they are okay. Review disaster plan with them • If a need is announced, contact nearest blood collection agency and offer to organize a neighborhood blood drive
ELEVATED <i>(Yellow)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Have neighborhood meeting in order to identify neighbors who are elderly or have special needs. Assist them in development of a personal disaster plan and disaster supplies kit if requested.
GUARDED <i>(Blue)</i>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower level</i> • Be alert to suspicious activity and report it to proper authorities • Ask the local Red Cross chapter to offer a presentation called “Preparing for the Unexpected” at an upcoming neighborhood meeting
LOW <i>(Green)</i>	<ul style="list-style-type: none"> • Have neighborhood meeting to discuss emergency plans and establish a ‘Neighborhood Watch’ • Obtain copies of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter and distribute at neighborhood meeting • Promote or arrange for people in the neighborhood to take a Red Cross CPR/AED and first aid course

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Homeland Security Advisory System Recommendations

Schools

<u>Risk of Attack</u>	<u>Recommended Actions</u>
<div style="background-color: red; color: white; padding: 10px; text-align: center;"> SEVERE (Red) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Listen to radio/TV for current information/instructions • Be alert to suspicious activity and report it to proper authorities immediately • Close school if recommended to do so by appropriate authorities • 100% identification check (i.e.-driver’s license retained at front office) and escort of anyone entering school other than students, staff and faculty • Continue offering lessons from Masters of Disaster “Facing Fear: Helping Young People Deal with Terrorism and Tragic Events” curriculum • Ensure mental health counselors available for students, staff and faculty
<div style="background-color: orange; color: white; padding: 10px; text-align: center;"> HIGH (Orange) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Review emergency plans • Offer Masters of Disaster “Facing Fear: Helping Young People Deal with Terrorism and Tragic Events” lessons in grades K-12 • Prepare to handle inquiries from anxious parents and media • Discuss children’s fears concerning possible terrorist attacks
<div style="background-color: yellow; color: black; padding: 10px; text-align: center;"> ELEVATED (Yellow) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to the proper authorities • Ensure all emergency supplies stocked and ready • Obtain copies of Terrorism: Preparing for the Unexpected brochure from your local Red Cross chapter and send it home with students in grades K-12, staff and faculty
<div style="background-color: blue; color: white; padding: 10px; text-align: center;"> GUARDED (Blue) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower level</i> • Be alert to suspicious activity and report it to proper authorities • Conduct safety training/emergency drills following the school’s written emergency plan for all grades • Ensure emergency communication plan updated and needed equipment is purchased • Continue offering lessons from ‘Masters of Disaster’ curriculum for grades K-8 regarding emergency preparedness for natural disasters
<div style="background-color: green; color: white; padding: 10px; text-align: center;"> LOW (Green) </div>	<ul style="list-style-type: none"> • Use Red Cross Emergency Management Guide for Business and Industry to develop written emergency plans to address all hazards including plans to maintain the safety of students, staff, and faculty, as well as an emergency communication plan to notify parents in times of emergency. Disseminate relevant information to families of children, staff and faculty. • Initiate offering “Masters of Disaster” curriculum for grades K-8 regarding emergency preparedness for natural disasters • Ensure selected staff members take a Red Cross CPR/AED and first aid course

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Homeland Security Advisory System Recommendations

Businesses

<u>Risk of Attack</u>	<u>Recommended Actions</u>
<div style="background-color: red; color: white; text-align: center; padding: 10px;"> SEVERE (Red) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Listen to radio/TV for current information/instructions • Be alert to suspicious activity and report it to proper authorities immediately • Work with local community leaders, emergency management, government agencies, community organizations, and utilities to meet immediate needs of the community • Determine need to close business based on circumstances and in accordance with written emergency plan • Be prepared to work with a dispersed or smaller work force • Ensure mental health counselors available for employees
<div style="background-color: orange; color: white; text-align: center; padding: 10px;"> HIGH (Orange) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Review emergency plans to include continuity of operations and media materials on hand • Determine need to restrict access to business or provide private security firm support/reinforcement • Contact vendors/suppliers to confirm their emergency response plan procedures • If a need is announced, contact nearest blood collection agency and offer to organize a blood drive
<div style="background-color: yellow; color: white; text-align: center; padding: 10px;"> ELEVATED (Yellow) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower levels</i> • Be alert to suspicious activity and report it to proper authorities • Contact private security firm for security risk assessment and to determine availability of support/reinforcement • Contact voluntary organizations you support to determine how you can provide assistance in case of emergency
<div style="background-color: blue; color: white; text-align: center; padding: 10px;"> GUARDED (Blue) </div>	<ul style="list-style-type: none"> • <i>Complete recommended actions at lower level</i> • Be alert to suspicious activity and report it to proper authorities • Dialogue with community leaders, emergency management, government agencies, community organizations and utilities about disaster preparedness • Ensure emergency communication plan updated to include purchase of needed equipment. • Ask the local Red Cross chapter to provide a “Terrorism: Preparing for the Unexpected” presentation at your workplace for employees
<div style="background-color: green; color: white; text-align: center; padding: 10px;"> LOW (Green) </div>	<ul style="list-style-type: none"> • Use Red Cross Emergency Management Guide for Business and Industry to develop written emergency plans to address all hazards. Include an emergency communication plan to notify employees of activities; designate an off-site ‘report to’ location in case of evacuation. • Develop continuity of operations plan to include designating alternate work facility/location for business • Arrange for staff to take a Red Cross CPR/AED and first aid course • Obtain copies of Terrorism: Preparing for the Unexpected and Preparing Your Business for the Unthinkable brochures from your local Red Cross chapter for distribution to all employees/management as appropriate.

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