

Emergency Preparedness

*A Month-by-Month Guide to Health and Safety
for Novi community members*



Where quality of life is the way of life



IMPORTANT PHONE NUMBERS

Police & Fire Emergencies	9-1-1
Novi Police Department—Business Line	(248) 348-7100
Emergency Management Coordinator	(248) 347-0556
Novi Fire Department — Business Line	(248) 349-2162
Novi Civic Center— Main Line	(248) 347-0460
Novi Water & Sewer Department	(248) 347-0495
Consumers Energy	(800) 477-5050
DTE Energy	(800) 477-4747
Miss-Dig	(800) 482-7171
Poison Control	(800) 222-1222

J. HERRINGTON AND SONS
KEFORD
Collision & Towing

TOM HERRINGTON Body Shop (248) 478-7815
 Towing (248) 478-2380



Your Safety....

Our Priority

Valued Novi community member,

Of all the services the City of Novi provides, maintaining your health and safety is the top priority. To do so, we must be prepared to respond to any and all emergencies at any time. The men and women of the Novi Police and Fire Departments train and prepare daily to ensure your safety. But just as these public safety officers prepare, so too can you and your family or business colleagues.

The First 72 are on You!

In the event of a major disaster, it is unlikely emergency response services will be able to immediately respond to everyone's needs, so it's important to be prepared to take care of yourself and your family. Plan to be on your own for at least the first 72 hours.

The City of Novi has prepared this month-by-month guide to help you in the event of an emergency. This guidebook will help you:

- PLAN for an emergency
- PREPARE your home/business with necessary supplies and equipment for an emergency; and
- BE INFORMED on what to do in the event an emergency occurs in our area.

It will also provide essential information to neighbors or emergency personnel who may be trying to help your family during a crisis.

We encourage you to read this guidebook and keep it as a valuable resource. We ask that you also share this information with your family, colleagues, and neighbors.

If at any time you have any questions about the information contained in the guidebook, you may contact the Community Relations Office at (248) 735-5628 or at communityrelations@cityofnovi.org.

Your Novi Emergency Preparedness Team

Community Emergency Response Team

Following a disaster, community members may be on their own for a period of time because of the size of the area affected, lost communications, and impassable roads.



Community Emergency Response Teams (CERT) is a concept developed in 1985 by the Los Angeles Fire Department. The LAFD created CERT to help provide vital services in the absence of emergency responders. Today, more than 38 states and several foreign countries have instituted the CERT program in their local communities.

The CERT program supports local response capability by training volunteers to organize themselves and spontaneous volunteers at the disaster site, to provide immediate assistance to victims, and to collect disaster intelligence to support responders' efforts when they arrive. In Novi, we are proud to have nearly 200 trained CERT volunteers ready to assist in times of need.

To learn more about Novi's CERT program or find information about becoming a CERT volunteer, visit cityofnovi.org.

Know your Neighborhood Leaders

The City of Novi views our Neighborhood Homeowner Association Leaders as a vital link in communication efforts. Make it a point to ensure your contact information is up to date with your association leaders. In times of crisis, they may be asked to share pertinent information with their respective neighbors to most effectively communicate important messages.



EMERGENCY COMMUNICATIONS

In the event of an emergency, the City of Novi uses a variety of communication venues.

Warning Systems and Signals

The Emergency Alert System (EAS) can address the entire nation on very short notice in case of a grave threat or national emergency. Local radio and TV stations participate in the EAS.



National Oceanic & Atmospheric Administration (NOAA) Weather Radio (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from a nearby National Weather Service office to specially configured NOAA weather radio receivers. Consider purchasing a NOAA weather radio receiver.

Bright House and AT&T U-verse subscribers can tune into Novi Television to find out what is happening in Novi. Channel 13 on Bright House and Channel 99 on AT&T U-verse will display pertinent emergency information.



WOVI (89.5 FM) is a local radio station which broadcasts from the Novi High School. In the event of a community emergency, official information from the City of Novi will be broadcast on this channel.

The City of Novi utilizes the Dialogic “reverse 911” telephone system to notify residents by telephone in the event of an emergency. From assembling first responders to evacuating residents to notifying businesses, the dialogic “reverse 911” telephone system allows the City of Novi to make hundreds of telephone calls per minute to help keep everyone in the communications loop.





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Please note all information contained in this guidebook was valid at the time of publication.

9/2009



JANUARY

Emergency Supply Kits for Home and Car

“THE FIRST 72 ARE ON YOU”

An emergency can occur without warning, leaving little or no time for you and your family to plan. Ask yourself the following questions.

- What would I do if basic services such as water, gas, electricity or telephones were not working?
- Aren't the government services of our community going to take care of my family and neighbors if a disaster should occur?
- Why should we have “disaster” kits?

In the event of a widespread disaster, our community's first responders, such as fire and police, could not be everywhere at the same time. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Whether it's a natural or manmade emergency, you need to have a supply of non-perishable items for you and your family to be able to survive for up to 72-hours readily available. Remember, it may be up to you to take care of your family, friends, and neighbors until professional help arrives.

The core element of this ability to care for one's own is the Home and Car Emergency Supply Kits individual residents have set aside for exactly this purpose.

Your car supply kit, at a minimum, should contain the following items:

- A commercially available first aid kit.
- An emergency blanket
- Flashlight

Your home supply kit should, at a minimum, contain the following items:

(Check each item as you build your disaster kit)

- A well-equipped first aid kit.
- Flashlight with extra batteries.
- Battery operated radio with extra batteries.
- One dust mask per person.
- One pair latex gloves per person.
- One whistle.
- One non-electric can opener.
- One pack waterproof matches.
- One candle per person.
- Cash in a waterproof container.
- One rescue blanket per person.
- One change of clothing and footwear per person.
- Sanitation supplies such as garbage bags, toilet paper, liquid soap, feminine products, diapers.
- Prescription medication in a waterproof container.
- Extra set of “special needs” items that may be required.
- An inexpensive camping tent large enough to hold the family members.
- Cooking and eating utensils.
- Water-one gallon per day, per person for three days.
- Non-perishable food-enough to sustain each individual for three days.

January Checklist

The **City of Novi** encourages all families to take the initiative to compile emergency kits for their home and car. Our entire civilian preparedness effort is founded on the idea that people can be prepared to take care of themselves for up to three days, or until help arrives, and this preparation will significantly reduce discomfort should a widespread disaster occur.

- Prepare your **Home** disaster supplies kit, putting the items into one or more backpacks, duffel bags, or unused suitcases, making sure that these are light enough to be carried by your household members.
- Prepare your **Car** disaster kit, consolidating it into an appropriate container. Make sure you have one in each vehicle.
- Discuss with family members where the most appropriate location is for the emergency kits to be stored. Make sure that all family members can reach the kits and that no one container is too heavy for most children and adults. Practice your home evacuation plan so that everyone knows what to do and where to go.
- Set up a schedule on your family calendar to rotate the food and medicine in the kits every six months, including the water. Make food and medicine replacement lists that can be taken to the grocery store or pharmacy, assuring yourself that all items can be replaced.
- Review the lists when rotating the items to assure yourself that the items will sustain the family for a minimum of three days. Check shoes and clothing for fit as we all change over time.
- Make sure the needs of “special persons” are met, including infants, and every six months check that the needs are still relevant. Make sure any additional items that are required over time are included in the kit.

Short checklist:

- Did I put the **Home** emergency supply kit together in appropriate carrying bags?
- Did I put a **Car** emergency supply kit in each family vehicle?
- Are the kits properly located and stored for easy access?
- Are the kits complete enough for the whole family and all special needs individuals?
- Do I know where to get all the materials I need for the kits?
- If I have done all of the above, have I rotated the contents of my kit in the last six months?
- If not I'll do so now.

Additional Resources:

Resources for further guidance in compiling your individual family emergency supply kits can be obtained from the Red Cross (1-866-GETINFO) or from the Federal Emergency Management Agency (FEMA), at 1-800-480-2520. Several internet sites are available, including <http://www.fema.gov/library>.



FEBRUARY

Seniors and Community Members with Special Needs

While it's important that every citizen be prepared for an emergency, it is especially critical for those in our community who have special needs. Many residents with special needs – particularly those who live alone – need to prepare in advance so that meals, medicine, oxygen, and transportation are available to them in an emergency situation.

Those with special needs may include:

- Senior citizens.
- Hearing impaired.
- Mobility impaired.
- Non-English speaking residents.
- Mentally impaired.
- People without transportation.
- People with special dietary needs.



Additional tips for people with special needs from the Federal Emergency Management Association (FEMA):

- Create a self-help network** of relatives, friends or co-workers to assist in an emergency. If you think you may need assistance in a disaster, discuss your disability with relatives, friends, co-workers and ask for their help. For example, if you need help moving or require special arrangements to receive emergency messages, make a plan with friends. Make sure they know where you keep emergency supplies. Give a key to a neighbor or friend who may be able to assist you in a disaster.
- Know the location and availability of more than one facility** if you are dependent on a dialysis machine or other life-sustaining equipment or treatment.
- Have a plan for getting out of your home** or building (ask your family or friends for assistance, if necessary). Also, plan two evacuation routes because some roads may be closed or blocked in a disaster.
- Become familiar with your neighbors** so that if an emergency occurs it will be easier to work together.
- Notify the City if you are unable to act in an emergency** or if you know someone in this situation.

February Checklist

If you or someone you know has a special need:

Review your 72-hour kit, as outlined in January: *Emergency Supply Kits for Home and Car*. Your emergency supply kit should contain some things unique to you:

- First aid kit, including first aid supplies you frequently use.
- Extra hygiene supplies.
- Prescription medicines.
- Extra eyeglasses and hearing aid batteries.
- Extra wheelchair batteries, oxygen, catheters, food for guide or hearing-ear dogs.
- List of styles and serial numbers of medical devices such as pacemakers.
- Medicare/Medicaid cards.
- List of doctors and a relative or friend to notify if you need help.
- Foods that don't require cooking, and that don't require a can opener.

In addition to emergency supplies, have the following information posted at home, and kept in your purse or wallet, and in your car. Make sure a neighbor, friend, family member, and/or clergy also has this information.

For Everyone:

- Find out if your neighborhood has a Neighborhood Watch Group by calling the **Novi Police Department** at **248-348-7100**. Decide what role you can play in keeping your Neighborhood Watch Group active and viable.
- Meet your neighbors. Learn their names. Offer to be a resource person during emergencies. If you have a neighbor with special needs, offer to be a contact for that person during emergencies.

Congratulations!

By accomplishing February's goals, you have helped yourself and your neighborhood become safer and better prepared for emergencies.

- Ambulance phone number.
- Name and phone of nearest friend or family member.
- Out-of-state contact.
- Phone numbers of doctors.
- Local Red Cross Chapter.
- Insurance agent/phone.
- Utility company/phone.
- Medications with dosage.
- Pharmacy name/phone.
- Create and/or review your self-help network (described above).
- Purchase a weather-radio with a built in alarm for weather emergencies.
- Store extra batteries for your flashlight and regular radio.
- Have a plan for getting out of your home.



MARCH

Chemical/Biological /Radiological/ Nuclear Preparedness

Every year, the Novi Fire Department responds to several hazardous material spills, most of which results from vehicle accidents involving automotive fluids such as gasoline, diesel fuel, oil, and antifreeze.

The Chemical Manufacturers Association estimates that in an average year, one out of every three trains and one out of every ten trucks is carrying hazardous materials.



Hazardous material incidents can be transportation related or fixed at a commercial site. These can pose a potential risk to life, health or property, and hazards can exist during production, storage, transportation, use or disposal.

During a hazardous materials incident, you may be asked to evacuate, such as in the event of a chemical spill or gas pipeline rupture. It is important to listen for specific instructions regarding what to do

in each and every incident. What may be effective protection in one situation may not be appropriate for another. You may also be asked to “shelter-in-place” (see box).

If you witness a hazardous materials accident, call 9-1-1. Stay away from the incident site. If you are outside during an incident, try to stay upstream, uphill and upwind. In general, try to go at least one-half mile (10 city blocks) from the danger area; for many incidents you may have to go much further. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

After a hazardous material incident:

If you have evacuated, don't return home until you are told you can do so. When you can return home, open windows, vents, and turn on fans to provide ventilation. If you think you might have been contaminated, seek medical help and/or follow decontamination instructions from local authorities. Remove all exposed clothing and place it and your shoes in tightly sealed containers.

Taking shelter:

Sheltering-in-place means to take cover in a building you are already in rather than to evacuate during a chemical or hazardous materials release. If you are to shelter-in-place, an announcement will be made on local television and radio stations such as Novi Television, 950 WWJ and 760 WJR. You may also be called by the City of Novi's communication system, offering a prerecorded message about what steps you should take to protect yourself and your family.

Unlike sheltering-in-place during severe weather, sheltering-in-place during a chemical emergency should not last longer than a few hours. This time process is meant to allow the hazardous materials to dissipate, or so that other emergency measures can be taken.

During almost all hazardous materials incidents involving danger to the public, an order will be given to evacuate, and not to shelter-in-place. Nevertheless, it is important to prepare for either an evacuation order, or a shelter-in-place order.

March Checklist

The best preparation for a hazardous materials event is for you and your household to be prepared to shelter-in-place, and/or to evacuate. The best preparation for either of these events is for you to have your home emergency preparedness kit ready to use, and ready to go. So in March, your worksheet will be easy if you've already assembled your kit. If you haven't, this is a great opportunity to do so. See **January: Emergency Supply Kits for Home and Car** for instructions as to what to include in your own personal emergency kit.

- Review and update your household's family emergency kits.
- Have a household drill on quickly securing your home, in case you are told there is time to do this before an evacuation. Close all windows, shut vents, and turn off attic, heating, and air conditioning fans. Unplug appliances. Know how to minimize damage to water pipes during winter by turning off the water main, draining your faucets, and turning off inside valves for external faucets and opening the faucets to drain. Close and lock your doors.
- Prepare a shelter-in-place room in your home.
- Choose a shelter-in-place room. This room should be above ground, large enough to accommodate all household members and pets, and have the fewest possible exterior doors and windows.
- Assemble and store a shelter kit in your designated room. The kit should include plastic sheeting, duct tape, scissors, and enough towels and/or modeling clay to stuff into cracks.
- Make an instruction sheet and post it in your designated room that says: "Stuff towels tightly under each door and tape around the sides and tops of each door. Cover each window and vent in the room with a single piece of plastic sheeting to provide a continuous seal. If there are any cracks or holes in the room, such as those for bathroom pipes, fill these with modeling clay."
- Have a household drill on sheltering in place. Get household members and pets in as quickly as possible. Turn off air conditioners and ventilations systems. With your emergency supplies kit, go to your shelter-in-place room. Pretend you are preparing the room for a 3-5 hour stay (however, we don't recommend that you actually prepare the room – this is a drill only!). Listen to your battery-powered radio.

24 HOUR EMERGENCY RESPONSE TEAM

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APRIL

Tornados and Power Outages

Tornados are nature's most violent storms.

In Michigan, most tornados occur in April, May, June and July between 3 and 7 p.m. Oakland County ranks third in the highest number of tornados in Michigan per year, according to the Michigan State University Extension Service.

To alert residents when a tornado has been sighted, Oakland County has more than 200 outdoor warning sirens located on fire stations, utility poles, and buildings throughout the county. Of these, 12 are located in Novi

All sirens are activated by the transmission a radio signal sent by the Oakland County Emergency Response and Preparedness Team. Each siren is capable of covering about a one-mile radius and is designed to alert citizens who are outside, although people indoors may also hear the alert if they are close to the siren site.

Testing of the sirens is done on the first Saturday of the month at 1 p.m. from March through November. One additional test is performed on a weekday in March as an observance of the "Severe Weather Awareness Week," this test is usually done at 10:30 a.m. to allow school system participation.

Oakland County will activate the siren system when severe weather conditions are present that could result in widespread property damage, injury and loss of property and life. These conditions include Doppler radar indication of cloud rotation or an actual tornado or funnel cloud sighting. The sirens are only activated for these specific **weather conditions**, not for terrorism, toxic spills or any other civil defense matter.

It's important to understand the difference between a tornado watch and a tornado warning. These definitions are from the National Weather Service Forecast Office:

- **Tornado Watch:** Conditions are favorable for a tornado to occur. If a tornado watch is issued, you need to be alert for changing weather, listen for further information, and think about what you will do if the danger materializes.
- **Tornado Warning:** A tornado is either imminent or has been reported. A warning indicates the need to take immediate action to protect life and property.

Don't forget to make preparedness fun!! Practice your drills as a family or household group. Go out for ice cream afterwards. Give prizes to children who remember what to do and praise everyone who participates.



April Checklist

Where you should take shelter for a tornado:

Tips from the Michigan State Police Emergency Management Division

In a home: The basement offers the greatest safety. Seek shelter under sturdy furniture if possible. In homes without basements, take cover in the center part of the house on the lower floor, in a small interior room such as a closet or bathroom, or under sturdy furniture. Keep away from windows.

In a mobile home: You should leave the home and take cover in a pre-arranged shelter. If there is no shelter nearby, leave the trailer and lie flat in a ditch or ravine. Protect your head by placing your arms over it. Do not take shelter under your home.

Driving a vehicle: Stop! Get out of the vehicle and take shelter in a nearby ditch or ravine. Lie flat and put your arms over your head. Do not get under your vehicle and do not use overpasses as a shelter.

At work or at school: Follow advance plans to move to interior hallways or small rooms on the lowest floor. Avoid areas with glass and wide freespan roofs, such as gymnasiums.

In open country: Lie in a gully, ditch, or low spot in the ground and hold onto something on the ground .

Power Outages / Electrical Emergencies:

If your power goes out

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

Tornado Preparedness:

Before a tornado watch or warning is issued, you should have your 72-hour kit (see **January: *Emergency Supply Kits for Home and Car***) ready in your basement or other location where you will seek shelter in the event of a tornado warning.

- Have a Tornado Watch Drill**
 - Move yard equipment inside.
 - Monitor TV and radio.
 - Account for family members.
 - Don't forget your pets.
 - Be alert for changing conditions.
- Have a Tornado Warning Drill**
 - Take cover immediately, based on the information in the box above.



MAY

First Aid for You and Your Pet

First Aid Kit Essentials

- | | |
|---|---|
| <input type="checkbox"/> Adhesive bandages | <input type="checkbox"/> Latex gloves |
| <input type="checkbox"/> Antacid | <input type="checkbox"/> Laxative |
| <input type="checkbox"/> Antibiotic ointment | <input type="checkbox"/> Moist towelettes |
| <input type="checkbox"/> Antidiarrhea medication | <input type="checkbox"/> Needle and safety pins |
| <input type="checkbox"/> Antiseptic | <input type="checkbox"/> Petroleum jelly |
| <input type="checkbox"/> Aspirin and nonaspirin pain reliever | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Cleansing agents (isopropyl alcohol, hydrogen peroxide, soap, germicide) | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Cotton balls | <input type="checkbox"/> Thermometer |
| <input type="checkbox"/> First aid manual | <input type="checkbox"/> Tongue depressors |
| <input type="checkbox"/> Gauze pads and roll | <input type="checkbox"/> Triangular bandages |
| | <input type="checkbox"/> Tweezers |

Novi Police Homewatch:

Thieves often target homes of citizens who are on vacation or otherwise gone for an extended period of time. In response to this unique factor, the Novi Police Department has developed, implemented and seen great success from the Home Watch Program.

Novi residents can come to the police station or call and speak to an officer to arrange a Home Watch check. When the form is completed it is then forwarded to the uniformed officers where the address and location are given out at the shift briefings for the officers to check while on patrol.

Being a Good Neighbor:

There are approximately 23,000 households in Novi. Every street and apartment building houses people who do not know their neighbors. Yet in time of crisis, it is your neighbor who might be the most important link to help and survival.

We encourage everyone to get acquainted with your neighbors. There may be physically or mentally challenged or elderly residents in your neighborhoods that need special attention during an emergency. Additionally, during a disaster or crisis, members of a neighborhood may need to pool their available assets, such as tools, equipment, and skills in order to help each other.

Functioning neighborhood organizations can prove invaluable during local and widespread disasters.

- Form or reactivate a Neighborhood Watch group. Call for more information.
- Make a list of neighbors with special needs. Ask for their phone numbers and addresses, if they are comfortable with sharing this information. When disaster strikes, contact those neighbors and see that they are safe.
- Conduct a neighborhood inventory. Who has special skills, such as medical skills? Who has special equipment, such as snowplows, chain saws or an amateur radio?
- Develop a phone/communication “tree”, which means each person called is responsible for calling another person, until everyone in a neighborhood has been contacted.
- Become a member of the City of Novi’s Community Emergency Response Team (C.E.R.T.) Visit the City’s website, cityofnovi.org, for further information.

May Checklist

First Aid

- Purchase a first aid manual. A Boy or Girl Scout Manual works fine, and the Red Cross also publishes first aid manuals. Some drug stores also sell first aid manuals. The American Red Cross can be found online at www.redcross.org.
- Update your home first aid kit. A basic contents list can be found on the websites at the back of this booklet, or you can purchase first aid kits commercially. Include prescription medicines in your first aid kit.
- Brush up on your first aid skills.
- Require your babysitter to learn first aid. Use the babysitter/visitor information page in *Appendix C*.

Pet Owners: Preparing for Emergencies Can Save Time, Money

Follow these tips from the urgent care veterinarians at Animal ER Center

If you have a pet, plan for an emergency now. You will save time, money and possibly the life of your pet.

Being prepared not only means knowing what to do in a disaster, but having a plan 365 days a year should your pet suddenly become ill or injured. Unlike humans, pets can't tell us when they're sick; some mask their illness until it is too late. Follow these tips to look out for the wellbeing of your pet.

Locate a pet emergency hospital in advance.

Choose an emergency clinic for your pet before you need one. Get recommendations from your family veterinarian, neighbors and animal rescue groups. Make a visit in advance so you know how to get there.

Keep pet medical records handy.

Providing your pet's medical history can save valuable time and prevent repeat tests. Maintain a folder of your pet's prior veterinary care with copies of blood work, x-rays, test results and office visit reports. Bring any current medications that your pet may be taking.

Any emergency situation is stressful. Planning ahead can greatly improve the chances that your pet will have a happy outcome.

Learn to spot an emergency.

Any **ONE** of these behaviors is an indication that your pet needs emergency care:

- Weakness / trouble walking
- Crying in the litter box
- Difficulty breathing
- Vomiting and/or diarrhea
- Runny, blinking eyes
- Bite wounds, cuts or lacerations

If you are unsure, call your emergency hospital and ask to speak with a veterinary technician.



WE'RE HERE WHEN YOU NEED US MOST.

Our dedicated team of emergency care doctors and technicians work closely with veterinarians in management of emergency conditions requiring surgical and medical treatments, and are dedicated to caring for our patients through compassionate and exceptional service.

www.animalERcenter.com

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Compiled by urgent care veterinarians Dr. Gretchen Humphries, Dr. Bernadette Hermann and Dr. Kari Nugent, urgent care veterinarians of Animal ER Center in Commerce, Michigan. For information, call 248-960-7200 or go to www.animalERcenter.com.



JUNE

Recreational Water Safety



General water safety tips:

- Learn to swim. The best thing anyone can do to stay safe in and around the water is to learn to swim.
- Swim in areas supervised by a lifeguard.
- Read and obey all rules and posted signs.
- Children or inexperienced swimmers should take precautions, such as wearing a U.S. Coast Guard-approved personal flotation device (PFD) when around the water.
- Watch out for the dangerous “too’s” – too tired, too cold, too far from safety, too much sun, too much strenuous activity.
- Use a feet-first entry when entering the water.
- Know how to prevent, recognize, and respond to emergencies.

Beach safety:

- Protect your skin: Sunlight contains two kinds of UV rays -- UVA increases the risk of skin cancer, skin aging and other skin diseases. UVB causes sunburn and can lead to skin cancer. Limit the amount of direct sunlight you receive between 10:00 a.m. and 4:00 p.m. and wear a sunscreen with a sun protection factor containing a high rating such as 15.
- Drink plenty of water regularly and often even if you do not feel thirsty. Your body needs water to keep cool.
- Wear eye protection: Sunglasses are like sunscreen for your eyes and protect against damage that can occur from UV rays.
- Wear foot protection: Many times, people's feet can get burned from the sand or cut from glass in the sand.

Boating:

- Alcohol and boating don't mix. Alcohol impairs your judgment, balance, and coordination -- over 50 percent of drowning result from boating incidents involving alcohol. For the same reasons it is dangerous to operate an automobile while under the influence of alcohol, people should not operate a boat while drinking alcohol.
- Look for the label: Use Coast Guard-approved life jackets for yourself and your passengers when boating and fishing.
- Develop a float plan. Anytime you go out in a boat, give a responsible person details about where you will be and how long you will be gone. This is important because if the boat is delayed because of an emergency, becomes lost, or encounters other problems, you want help to be able to reach you.
- Watch the weather: Know local weather conditions and prepare for electrical storms. Watch local news programs. Stop boating as soon as you see or hear a storm.

June Checklist

- Enroll children in a water safety course or swimming classes. Your decision to provide your child with an early aquatic experience is a gift that will have infinite rewards. These courses encourage safe practices.
- Parents should take a CPR course. Knowing these skills can be important around the water and you will expand your capabilities in providing care for your child.

Home pools:

- Never leave a child unobserved around water. Your eyes must be on the child at all times. Adult supervision is recommended.
- Install a phone by the pool or keep a cordless phone nearby so that you can call 9-1-1 in an emergency.
- Learn Red Cross CPR and insist that babysitters, grandparents, and others who care for your child know CPR.
- Post CPR instructions and 9-1-1 or your local emergency number in the pool area.
- Enclose the pool completely with a self-locking, self-closing fence with vertical bars. Openings in the fence should be no more than four inches wide. The house should not be included as a part of the barrier.
- Never leave furniture near the fence that would enable a child to climb over the fence.

- Always keep basic lifesaving equipment by the pool and know how to use it. Pole, rope, and personal flotation devices (PFDs) are recommended.
- Keep toys away from the pool when it is not in use. Toys can attract young children into the pool.
- Pool covers should always be completely removed prior to pool use.
- If a child is missing, check the pool first. Go to the edge of the pool and scan the entire pool, bottom, and surface, as well as the surrounding pool area

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JULY

Heat Emergencies

Summer in Novi is highly anticipated and never seems to last long enough, so it is easy to forget heat hyperthermia (high body temperature) can be life-threatening, and other heat emergencies can cause trauma and suffering.



Heat illnesses are normally preventable by taking necessary precautions in hot weather. Children, elderly and obese people are particularly at risk of developing heat illness. Also, people taking certain medications are at increased risk. However, even a top athlete in superb condition can succumb to heat illness if he or she ignores the warning signs. Without intervention and resolution of the problems heat cramps (caused by loss of salt from heavy sweating) can lead to heat exhaustion (caused by dehydration), which can progress to heatstroke (which can cause shock, brain damage, organ failure, and death).

Common causes of heat emergencies include high temperature and humidity, dehydration, prolonged or excessive exercise, excess clothing, alcohol use, medications such as diuretics, neuroleptics, phenothiazines, and anticholinergics, cardiovascular disease, and sweat gland dysfunction.

Early symptoms of heat illness include profuse sweating, fatigue, thirst, and muscle cramps. Later symptoms of heat exhaustion include headache, dizziness, weakness and light-headedness, vomiting, cool moist skin, and dark urine. Symptoms of heat stroke include fever (over 104 degrees F), irrational behavior, extreme confusion, dry hot red skin, rapid shallow breathing, rapid weak pulse, seizures, and unconsciousness.

Heat emergencies can be prevented by wearing loose-fitting, lightweight clothing, resting frequently and seeking shade when possible, avoiding hot places, drinking adequate fluids, exercising gradually and increasing salt and water intake, and generally avoiding overheating if you are taking drugs that impair heat regulation, or if you are obese or elderly.

Heat Emergencies: Do Not –

DO NOT underestimate the seriousness of heat illness, especially if the victim is a child, elderly or injured.

DO NOT give the victim medications that are used to treat fever (such as aspirin). They will not help, and they may be harmful.

DO NOT give the victim salt tablets.

DO NOT overlook possible complications resulting from a victim's other medical problems (such as high blood pressure).

DO NOT give the victim liquids that contain alcohol or caffeine. They will interfere with the body's ability to control its internal temperature.

DO NOT give the victim anything by mouth (not even salted drinks) if the person is vomiting or unconscious.

Call 9-1-1 if the victim's condition does not improve with treatment or there is any alteration in the victim's level of alertness (confusion, unconsciousness, seizures).

Recreational Water Safety:

A great deal of time is spent in the water on hot summer days, cooling off and relaxing. It is always important to put safety first, no matter which activity you are participating in.

Please see Appendix A for additional information on recreational water safety.

July Checklist

- It has been six months since January – update your Home and Car Emergency Preparedness Kits by rotating food and water supplies.
- Have a household meeting and review first aid for heat emergencies. Role-play the following:
 1. Remove the victim from the heat and have the victim lie down in a cool place with feet elevated about 12 inches.
 2. Apply cool, wet cloths (or cool water directly) to the victim’s skin and use a fan to lower temperature. Avoid using alcohol rub. Place cold compresses on the victim’s neck, groin, and armpits.
 3. If the victim is alert, provide beverages to sip (such as Gatorade), or make a salted drink by adding a teaspoon of salt per quart of water. Give a half-cup every 15 minutes. Cool water will do if salt beverages are not available.
 4. For muscle cramps, give beverages as above and massage affected muscles gently, but firmly until they relax.
 5. If the victim shows signs of shock (bluish lips and fingernails and decreased alertness) administer first aid for shock.
 6. If the victim starts having seizures, protect him or her from injury, give convulsion first aid and call 9-1-1.
 7. If the victim loses consciousness, apply first aid for unconsciousness and call 9-1-1.
 8. For serious heat illness, keep the victim cool until you get medical help.

Since some of the first-aid steps above require further knowledge, be sure you have purchased a First Aid Manual and review the sections needed to help a person suffering from a heat illness.

Practice these important water safety tips:

- Learn to swim and always swim with a buddy
- Swim in areas supervised by a lifeguard.
- Children or inexperienced swimmers should wear a personal flotation device (PFD) when around the water.
- Watch out for dangerous “too’s” - too tired, too cold, too far from safety, too much sun, too much strenuous activity.
- Use a feet-first entry when entering the water.
- Know how to prevent, recognize and respond to emergencies

For summer fun:



Make sure you have sunscreen on hand, and encourage everyone to use this when out in the sun.

Stock up on mosquito repellent, so you won't be caught unprepared when mosquitoes first appear. This is especially important as a preventative measure for West Nile disease.

Remember that outdoor pets need plenty of water and a place in the shade.



AUGUST

Business Preparedness

Statistics show that more than 30 percent of small businesses that close in the wake of a natural disaster never reopen. They either lose their capital or their margins are so thin that they cannot survive the loss of cash flow while they repair.

No matter whom you are or where you are located, whether your business is large or small, manufacturing or service-based, or you depend on walk-in traffic or online sales, disasters are the biggest threat to your company's economic vitality. By being prepared, you can help mitigate the damage that your company incurs during most business disruptions.

Initial Emergency Response:

- All businesses should have an Emergency Plan. See NFPA 1600 at NFPA.org
- Immediately following a disaster, locate all employees and provide first aid as necessary.
- Conduct an initial damage assessment and activate an evacuation plan, if necessary. Check for fires, gas leaks, broken water lines or potential chemical hazards.
- Develop an accountability procedure for employees.
- Rescue financial records, computer back-ups and records and essential supplies from your business if you can obtain them safely.
- Provide emergency power to support critical operations and secure records.
- Collect and maintain current contact information so that you may maintain communications with employees, the community (such as the local municipality or chamber of commerce) and the media.
- Before sending employees home, make arrangements to get back in contact at a specified time.
- Document property damage as soon as possible. Make an itemized list and take photographs of the damage for insurance purposes. Structural damage may require an engineering analysis.
- Secure your facility before leaving.

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August Checklist

Have an emergency business plan to include:

- Tornado/severe weather drills.
- Bomb threat procedures.
- Evacuation plan with escape routes, staging areas and accountability procedures. Such a plan should be posted near all exits and gathering areas.
- Current contact information so that you may maintain communications with employees, the community (such as the local municipality or chamber of commerce) and the media.

Prepare the interior of your business:

- Post your evacuation plan with escape routes to ensure that all employees and visitors know how to evacuate.
- Clearly label utility shutoff valves and post instructions close by.
- Anchor file cabinets, partitions, and heavy bookcases to the wall.
- Secure computers to desk or countertops.
- Store heavy equipment and inventory/merchandise close to the floor.
- Secure overhead lighting to prevent shaking and falling.
- Store chemicals in non-breakable, spill-proof containers in low cabinets.
- Install safety glass where appropriate or add safety film to glass in place.
- Strap the water heater to the wall and install a flexible gas line to prevent fire and major water damage.
- Prepare a disaster kit (see above).
- Know how to turn off gas, electricity and water: Have necessary tools on hand to ease the shut-off process.

Prepare the exterior of your business:

- Secure decorations, building appendages, and lighting.
- Anchor statuary objects and signage.
- Maintain the health of trees and large shrubbery; remove those which are leaning or in poor health.
- Secure or enclose natural gas meter to prevent damage and leakage.

Disaster Preparedness Kit for the Workplace:

- Essential items should be stored in a secure easy-to-carry container such as a plastic bin with lid, covered trash container or waterproof duffel bag or backpack.
- Water stored in plastic bottles or containers (water supply should be refreshed every six months).
- Non-perishable food items (supply should be inventoried and refreshed every six months).
- A whistle.
- First aid items: adhesive bandages, gauze, tweezers, soap or antibacterial hand cleanser, thermometer, and scissors
- Over the counter medication such as aspirin and pain relievers.
- Heavy-duty trash bags.
- Latex gloves.
- Updated employee contact list.
- Flashlight.
- Battery-operated radio (and extra batteries).

Consider the safety of your customers:

- Train your employees to guide and assist customers in case of emergency.
- Do not allow customers to go outside, or to use stairs or elevators until it is safe to do so.
- In crowded places, do not rush to the exit. Move away from windows and objects that could fall, such as shelves, and stay inside in the case of severe weather conditions.
- Employees should be prepared to provide first aid and a safe place for anyone who is injured.

Secure business records:

- Keep original records (articles of incorporation, by-laws, insurance policies) off-site. Copies should be maintained in a fireproof safe/file cabinet.
- Store back-up records of all computerized financial and administrative data such as customer databases off-site either with a member of your management team or in a safe deposit box.



SEPTEMBER

Terrorism and Emergency Preparedness

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

What can you do?

- Be aware of your surroundings.
- Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises.
- Take precautions when traveling. Be aware of suspicious or unusual behavior.
- Do not accept packages from strangers. Do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel.
- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Be prepared to do without services you normally depend on—electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs and internet transactions.
- Learn basic first aid – Enroll in a first aid course at your local Red Cross office or call the Novi Fire Department at (248) 349-2162.
- Volunteer to help your community prepare for and respond to emergencies through CERT .



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September Checklist

- Be aware of your surroundings and practice remembering details of people and things you see.
- Be aware of emergency exits in buildings you frequent. Plan how to get out of a congested area. Note where staircases are located.
- Review evacuation procedures at home and work.
- Review your first aid skills from the May worksheet.
- Be familiar with different types of fire extinguishers and how to locate them, as described in **October: Fire Safety**. Know the location and availability of hard hats in buildings in which you spend a lot of time.
- Encourage your employer to organize preparedness drills, but do not depend on this. Spend a moment, and think through the following scenarios:

Explosions

- There is an explosion and a fire at work. Immediately leave the building. Do not stop to make phone calls or retrieve personal possessions. Stay low to the floor. Cover your nose and mouth with a cloth (wet, if possible). When approaching a closed door, use the back of your hand to feel the lower, middle and upper parts of the door. If the door is hot, escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.
- There is an explosion and debris is falling around you. Get under a sturdy table or desk until they stop falling. Once it is clear, exit immediately.

- There is an explosion, things are falling around you and you are trapped in debris. Do not light a match. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing and rhythmically tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort, when you can hear sounds and think someone will hear you – shouting can cause you to inhale dangerous amounts of dust.

Bomb threats

- You have received a bomb threat. Get as much information from the caller as possible and keep the caller on the line and record everything that is being said. Then notify the police and building management.
- You have been notified of a bomb threat by official personnel. Do not touch any suspicious packages. Evacuate the area around the package (s) and notify the police.
- What if you needed to evacuate your building because of a bomb threat? Don't stand in front of windows, glass doors or other potentially hazardous areas. Do not block sidewalk or streets to be used by emergency officials or others still exiting the building.



Order *Are you Ready? A Guide to Citizen Preparedness* (H-34) From the Federal Emergency Management Agency 1-800-480-2520, or www.fema.gov/library



OCTOBER

Fire Safety

Fires can occur day or night. In the daytime they may appear to be deceptively small and easily controllable. At night, fire becomes a swift terror, worse than any nightmare. Fires remain small and grow slowly for only a short time. After that, a fire can become a rolling inferno, moving through your home in moments. During the first five minutes, a small fire can preheat the ceiling materials of a room to over a thousand degrees.

Upon discovery of a fire

GET OUT! Fire Safety in the home means, with few exceptions, complete evacuation of the home.

- Close the doors. Do not fight the fire unless it is to save a life. Closing the door confines the fire and slow its spread. With the door closed the fire may be confined to a single room. If possible, close the doors to other rooms on your way out to give added protection.
- **Notify!** Once you are outside, call the Fire Department. Dial 911 from a neighbor's phone and be prepared to provide the address, nearest cross street and a call back phone number. (The phone you are calling from). Don't hang up before the dispatcher tells you they have all your information.
- If you are in an apartment house with an alarm system, pull the alarm in order to alert the other tenants. You can dial 911 from a pay phone without putting any money in the phone. Public pay phones may not have a call back number.

Report all fires and smoke

Many times people are hesitant to call the Fire Department for small fires. There are a number of reasons for this. Some people feel themselves capable of handling the situation. Others are embarrassed that they had a fire, and don't want anyone to know. Some fear being charged for the service that the Fire Department provides. Consider the risks. Two reasons for making the call are:

- It is often necessary to have a fire report on hand from the Fire Department before an insurance company will pay compensation.

- Fires should be reported even when you think they have been put out so that they may be inspected by the Fire Department to insure that they have been completely extinguished.

Family fire safety plan

A set of procedures for your home is a good thing to have when dealing with an emergency. As a family, discuss various emergencies and develop plans for how the family members are to deal with them. Survival rates increase in homes with emergency plans. A home evacuation plan should contain at least the following:

- **Draw a floor plan of your home. Include the following:** primary and secondary exit route from each room, the primary route should be directly to the outside such as through the window, the location of any fire equipment.
- Mark the area where everyone is to meet once they are outside of the house. Mark the location of utility shut-off switches and valves.

Physically check the exit routes to be sure that anyone, who will need to use them, can use them. This will clarify the need for things like escape ladders, ramps, security grill release mechanisms for protected doors and windows, and the availability of keys for double key locks.

Go over the plan with the entire family. Make sure that everyone understands that they are not to go back into the house or apartment once they are out. Go to the meeting area and wait. Discuss how to feel the door if it is closed and not to open it if it is hot. Talk about the danger of smoke and heat and the importance of staying low. Discuss what to do in the event that they become trapped. Be sure that everyone knows what the smoke detector sounds like.

The first thing to consider when formulating a plan is to have some method of being made aware of the danger. Smoke detectors are simple, automatic devices to provide that notification.

October Checklist

SMOKE DETECTORS

Install smoke alarms on every level of your residence: outside bedrooms on the ceiling or high on the wall, at the top of open stairways or at the bottom of enclosed stairs and near, but not in the kitchen. Test and clean smoke alarms once a month and replace batteries at least once a year. Replace smoke alarms once every 10 years.



Install A/B/C type fire extinguishers in the home and teach household members how to use them. (Type A – wood or paper fires only; Type B – flammable liquid or grease fires; Type C – electrical fires; Type A/B/C extinguishers are recommended for these three classes of fires and are recommended for the home.)

WORKING SMOKE ALARMS INCREASE YOUR CHANCES OF SURVIVING IN FIRE BY HALF!

- In your home, plan and practice two escape routes from every room in the residence.
- Make sure windows are not nailed or painted shut, and that security gratings have a fire safety-opening feature so that they can easily be opened from the inside.
- Consider escape ladders if your home has more than one level.
- Teach household members to stay low on the floor when escaping from a fire.
- Clean out storage areas. Don't let trash such as old newspapers and magazines accumulate.
- Make sure electrical wiring is in good condition. If there are any concerns or problems with fuses or breakers contact an electrical contractor.

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- Never use gasoline, benzene, naphtha or similar liquids indoors.
- Check heating sources and have all home heating systems inspected and cleaned annually by a licensed contractor. Be careful when using any kind of heat source such as wood or electrical space heaters. Read and follow instruction closely.
- Minimize the possible sources of fire. If possible, don't use candles during power outages. Don't smoke in bed. Keep matches and lighters out of reach of children.
- Close your bedroom doors while sleeping.
- Know the locations of the main gas valve and electric panel. It is also important to know how to turn them off in an emergency.
- Teach children how to report a fire and when and how to use 9-1-1.



NOVEMBER

Financial Preparedness / Protecting your Welfare

Identity Theft:

What is identity theft?

Identity theft occurs when someone uses your personally identifying information, like your name, Social Security number, or credit card number, without your permission, to commit fraud or other crimes.

Identity theft is serious. While some identity theft victims can resolve their problems quickly, others spend hundreds of dollars and many days repairing damage to their finances and credit record. Some consumers victimized by identity theft may lose out on job opportunities, or be denied loans for education, housing or cars because of negative information on their credit reports. In rare cases, they may even be arrested for crimes they did not commit.

How do thieves steal an identity?

Identity theft starts with the misuse of your personally identifying information such as your name and Social Security number, credit card numbers, or other financial account information. For identity thieves, this information is as good as gold. Information can be obtained through bills or records found in the garbage, fraud, changing your address or old-fashioned theft.

How can you find out if your identity was stolen?

The best way to find out is to monitor your accounts and bank statements each month, and check your credit report on a regular basis. If you check your credit report regularly, you may be able to limit the damage caused by identity theft.

Unfortunately, many consumers learn that their identity has been stolen after some damage has been done. You may find out when bill collection agencies contact you for overdue debts you never incurred or when you apply for a loan or mortgage.

What should you do if your identity is stolen?

Filing a police report, checking your credit reports, notifying creditors, and disputing any unauthorized transactions are some of the steps you must take immediately to restore your credit and finances.

What can you do to help fight identity theft?

Awareness and education are the best ways to protect yourself against identity theft. Shred documents with sensitive information before throwing them out, do not leave your wallet or purse in the car unattended and make sure all online transactions are being done on a secure website. These are just a few steps you can take to protect yourself against identity theft.

Financial Preparedness

Fires...blizzards...floods...tornados...earthquakes...ice storms...acts of terrorism...Natural or other disaster can strike suddenly, at any time and anywhere. Your first priority is to protect your family and your property. It is also essential to protect against the financial consequences of a disaster which can damage or destroy your property, forcing you to temporarily relocate, cut your flow of income or ruin valuable records. And financial preparedness helps ease your family's anxiety should you be forced to go through a period of unexpected unemployment.

The year-end season is filled with gift giving. As you give your gifts this year, consider giving the gift of preparedness to your family and friends. Commercial emergency preparedness kits are available through the Red Cross and other sources. Paying the cost for your family members to take first aid classes, or organizing a pet's preparedness kit, make wonderful gifts for those you care the most about.



November Checklist

Update your record storage*

The following items should be stored/secured in a fireproof safe or file cabinet:**

- Wills, insurance policies, contracts, deeds, stock and bonds.
- Passports, social security cards, immunization records, bank account numbers, credit card account numbers and company contact information.
- Inventory of valuable household goods, insurance policies, and important telephone numbers, including doctors, financial advisors, contractors and family members.
- Family records (birth, marriage and death certificates), and negatives of irreplaceable family photos, protected in plastic sleeves.
- Copies of important prescriptions for medication and eyeglasses.
- Medical, dental and prescription insurance cards or information.
- Back-ups of computerized financial and business records.
- Safe deposit box key.

*Include copies of your most important documents in your Home Emergency Preparedness Kit.

**Original copies of records may also be secured in a safe deposit box with copies of such records retained in the home or workplace. Keep in mind that safe deposit boxes may be sealed temporarily after death, so wills should be kept with your attorney.

Update your household and home business inventory:

- Make a visual or written record of your possessions/equipment.
- Photograph or videotape items and record them in a booklet for future reference. Document each item, when it was purchased and how much it cost. Record model numbers and serial numbers. Maintain receipts for more valuable items. Be sure to include the exterior of your home in this process. Be sure to include items stored in attic, basement or offsite storage facility.
- Get professional appraisals of jewelry, collectibles or artwork.

Review your insurance:

- At minimum, buy full replacement or replacement cost coverage for your home. This means the structure can be replaced up to the limits specified in the policy.
- Update the policy to include any home/building improvements or additions.
- Purchase a policy that covers the replacement cost of your possessions. Standard coverage only pays for the actual cash value.
- Be clear about what the policy will and will not cover and how the deductibles work. Understand coverage limitations regarding floods, wind, etc.
- Use your inventory list to check that your policy's coverage matches the value of your possessions.
- Consult with your financial planner or insurance agent about special coverage for home offices, and/or large-ticket items such as jewelry or collectibles.

Where to keep cash and money reserves:

- Your home emergency preparedness kit (see January) should include a small amount of cash or traveler's checks, in small denominations and quarter rolls for easy use. Remember that a disaster may shut down local ATM's and banks.
- Set aside money in an emergency fund which can be helpful not only in a disaster but in other financial crises, such as unemployment or during times for other unexpected expenses. Keep your emergency funds in a safe, easily accessible account, such as a money market or passbook savings account.
- Keep some funds outside the local area since the disaster that affects you could also affect your local financial institution.
- Keep your credit cards paid off, as you may need to draw on the account in the case of an emergency.



DECEMBER

Winter Weather/Ice Safety

Wind Chill: a calculation of how cold it feels outside when the effects of temperature and wind speed are combined.

Freezing Rain: rain that freezes when it hits the ground.

Sleet: rain that turns to ice pellets before reaching the ground.

Black Ice: a thin transparent layer of ice that forms on road surfaces and sidewalks.

WATCHES, ADVISORIES AND WARNINGS: The National Weather Service uses these terms and sub-categories to convey weather threats to the public. They should be understood and taken seriously.

Winter Storm Watch: Severe winter weather, such as heavy snow or ice, is possible within the next 12 to 36 hours. Be alert for changing weather conditions and plan activities accordingly. *Be watchful!*

Lake Effect Snow Watch: Possibility of heavy lake effect snow, 7" or more, within 12 hours. Lake effect snow usually occurs in narrow bands over limited areas.

Winter Weather Advisory: Approaching weather conditions may cause significant inconveniences and may be hazardous, especially to motorist. *Prepare now!*

Snow Advisory: **Snowfall** is expected to be between 2 to 5 inches.

Wind Chill Advisory: Dangerous wind chills of 30 degrees below zero or colder, for at least three hours, are expected. Exposure can quickly lead to frostbite and hypothermia.

Freezing Rain/Sleet Advisory: **Freezing** rain/sleet and ice are expected.

Blowing/Drifting Snow Advisory: Poor visibility and hazardous driving conditions are expected. Wind driven snow will reduce visibility; watch for snow blown across roads.

Winter Storm Warning: Severe winter weather conditions are occurring, imminent, or highly likely in your area. *Take action!*

Heavy Snow Warning: Snow fall of 6" in 12 hours, or 8" in 24 hours, is expected.

Ice Storm Warning: Expect heavy accumulations of ice, ¼" or more.

Blizzard Warning: Snow/strong winds (35+ mph) combine for blinding snow, near zero visibility, deep drifts, and life threatening wind chill. **The most dangerous of winter storms!**

High Wind Warning: Winds will average at least 40 mph for at least one hour, or wind gusts will be greater than 58 mph.

Lake Effect Snow Warning: Lake effect snow is occurring, imminent, or highly probably within the next 12 hours. Snow accumulation is expected to be at least 7" with strong winds producing high drifts.

Winter Survival Car Kit:

- road salt/sand
- emergency flare
- "Need Help" flag
- booster cables
- spare tire
- blanket
- knife
- extra clothing
- lined winter boots
- hat/mittens
- shovel
- windshield scraper
- flashlight
- water
- high-energy snack food
- tow chain/rope
- compass
- road maps
- Candles
- lighter/matches
- Battery powered radio with extra batteries
- Large empty can with plastic cover and toilet paper

December Checklist

How thick is “safe” ice?

Ice on moving water in rivers, streams and brooks is never safe. The thickness of ice on ponds and lakes depends upon water currents or springs, depth and natural objects such as tree stumps or rocks. Daily changes in temperature cause the ice to expand and contract, which affects its strength. Because of these factors, no one can declare the ice to be absolutely “safe”.

Ice Safety Tips:

- Never go onto the ice alone. A friend may be able to rescue you or go for help if you fall through the ice.
- Always keep your pets on a leash. If a pet falls through the ice do not attempt to rescue your pet, go for help.
- New ice is usually stronger than old ice. As ice ages, the bond between the crystals decays, making it weaker, even if melting has not occurred.
- Beware of ice covered with snow. Snow can insulate ice and keep it strong, but can also insulate it to keep it from freezing. Snow can also hide cracks, weaken and open ice.
- Slush is a danger sign, indicating that ice is no longer freezing from the bottom and can be weak or deteriorating.
- Ice formed over flowing water (rivers or lakes containing a large number of springs) is generally 15% weaker.
- Ice seldom freezes or thaws at a uniform rate. It can be one foot thick in one spot and be only one inch thick 10 feet away.



What To Do If Someone Falls Through Ice:

- Reach-Throw-Go, if a companion falls through the ice and you are unable to reach that person from shore or throw them something (rope, jumper cables, tree branch, etc.). If this does not work, go for help before you also become a victim. Get medical assistance for the victim immediately.

- If you fall in, try not to panic. Turn toward the direction you came from. Place your hands and arms on the unbroken surface, working forward by kicking your feet. Once out, remain lying on the ice (do not stand) and roll away from the hole. Crawl back to your tracks, keeping your weight distributed until you return to solid ice.
- Familiarize yourself with the winter weather terminology and know what to do when an Advisory, Watch or Warning is issued.
- Make sure your home preparedness kit is current.
- If possible, have sufficient heating fuel on hand to warm the house without electricity or natural gas; keep a supply of firewood if you have a wood-burning fireplace. Do not use charcoal or other carbon monoxide emitting materials/devices.
- Purchase rock salt or other snow removal materials.
- Prepare your home for winter, including checking the chimney for cleanliness, and installing any storm windows or covering windows with plastic.
- Function-check smoke alarms and carbon monoxide detectors.
- Prepare your automobile for winter driving, including proper maintenance and assembly of a Winter Survival Kit.
- Review the warning signs and first aid treatments for frostbite and hypothermia, as described in your first aid manual. If you don't have a first-aid manual, purchase one.
- Seniors are especially susceptible to frostbite and hypothermia. If you are a senior, establish a check-in procedure with a friend or relative. Make sure you have adequate medications and special dietary foods on hand.
- Check holiday decorations for flame retardance, and check extension cords for proper type and wear.
- Winterize pet shelters with doors, plastic sheeting, and extra ground cover such as straw and blankets. Change the ground cover regularly. Provide extra food, and make sure drinking water doesn't freeze. Most animal deaths in wintertime result from dehydration.
- Know how to steer out of a skid, and review other winter driving related safety tips.
- Review how to dress properly for winter weather.
- Don't drink alcohol to “warm up.”



APPENDIX A

Water Supply

During the blackout of 2003, water supply became an issue. We need water for drinking, cooking, personal hygiene, and flushing. The following section describes what to do should you ever be without public water services for an extended period of time.

Assemble an emergency toilet, if necessary:

- Use a garbage container, pail or bucket with a snug fitting cover. If the container is small, use a larger container with a cover the waste disposal. Line both containers with plastic bags.
- After each use, pour or sprinkle a small amount of regular household disinfectant, such as chlorine bleach, into the container to reduce odors and germs.

Manage your water supplies:

- Water is critical for survival. One gallon of water per person per day for three days for drinking, cooking and personal hygiene. You may need more for medical emergencies. Drinking water does have an expiration date! Replace the water every six months, rotating older water out and replacing it with fresh water.
- Allow people to drink according to their need. The average persons should drink between two and two-and-one-half quarts of water or other liquids per day, but many people need more. Carbonated and alcoholic beverages do not meet drinking-water requirements, as these dehydrate the body, and increase the need for drinking water.
- Never ration water unless ordered to do so by authorities. Drink water that you know is not contaminated first. If treatment of suspicious water is not possible, put off drinking it as long as possible, but do not become dehydrated.

In addition to stored water, other sources include:

- Melted ice cubes.
- Water drained from the water heater faucet, if the water heater has not been damaged.
- Water dipped from the flush tanks (not the bowels) of home toilets. Bowl water can be used for pets.
- Liquids from canned goods such as fruit and vegetable juices.

Use water trapped in your water pipes:

- If water pipes are damaged or if local authorities advise you, turn off the main water valves, to prevent water from draining away in case the water main breaks.
- To use the water trapped in your pipes, turn on the faucet at the highest point in your house, letting air into the system.
- Then draw water, as needed from the lower point in your house, either a faucet or the hot water tank.

Unsafe water sources include:

- Radiators.
- Hot water boilers.
- Water beds.
- Swimming pools and spas and water collected from roof downspouts (but this water can be used for personal hygiene, cleaning, flushing).

Appendix A (continued)

What is a Boil Water Notice?

It is notification that advises residents to boil tap water used for drinking, cooking and ice-making until tests verify the water is safe. The tests generally take 24 hours to complete. It is not necessary to boil water for showering or other external uses.

What does boiling water accomplish?

Boiling is considered the safest and most effective method of water disinfection. Vigorous boiling for two minutes will kill any disease-causing microorganisms and parasites present in water. The flat taste of boiled water can be improved by aeration: pouring it back and forth from one container to another. In lieu of boiling, you may purchase bottled water or get water from another suitable source.

When should I boil my tap water?

It's prudent to boil tap water when your water supplier issues a boil-water notice, when service has been interrupted, or when a natural disaster like a flood or hurricane has disrupted water service.

When are boil-water notices issued?

Water suppliers are required by the U.S. Environmental Protection Agency to notify customers to boil water when water samples indicate contamination or when conditions exist that make the water supply vulnerable to contamination. These conditions include a drop in system pressure to below 20 pounds per square inch, a break in major distribution line, a malfunction of the treatment system, or a cross-connection to a contaminated water supply.

- Treat all water of uncertain purity before using it for drinking, food washing or preparation, washing dishes, brushing teeth, or making ice.

- There are four methods: boiling, chlorination, water treatment “purification” tablets, and distillation. None of these methods are perfect, and often the best solution is a combination of methods. Before treating, let any suspended particles settle to the bottom, or strain them through layers of clean cloths.

Boiling kills harmful bacteria and parasites. Bring water to a rolling boil for one minute. You can improve the taste of boiled or stored water if you put oxygen back onto it by pouring it back and forth between containers.

Chlorination kills microorganisms such as bacteria, but does not kill parasitic organisms. Add six drops (1/8 teaspoon) of unscented bleach per gallon of water, stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand another 15 minutes.

Water treatment “purification tablets” release chlorine or iodine. These can be purchased at sporting goods stores and some drugstores. However, be aware that people with hidden or chronic liver or kidney disease may be adversely affected by iodized tablets and may experience worsened health problems as a result of ingestion.

Distillation involves boiling the water and collecting the vapor that condenses back to water. The condensed vapor may include salt or together impurities.

- Fill a pot halfway with water.
- Tie a cup to the handle on the pot's lid so that the cup hangs right side up when the lid is upside-down (make sure the cup is not dangling into the water).
- Boil for 20 minutes. The water that drips from the lid into the cup is distilled.



APPENDIX B

Emergency Information Sheet

MAKE COPIES OF THESE PAGES—KEEP IN YOUR EMERGENCY KITS AND POSTED IN A CONVENIENT LOCATION

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Medical History: _____

Allergies: _____

Physician's Name: _____

Physician's Phone: _____

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Medical History: _____

Allergies: _____

Physician's Name: _____

Physician's Phone: _____

Appendix B (continued)

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Medical History: _____

Allergies: _____

Physician's Name: _____

Physician's Phone: _____

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Medical History: _____

Allergies: _____

Physician's Name: _____

Physician's Phone: _____



APPENDIX C

Babysitter/Visitor Information

The address of this home: _____

The phone number of this home: _____

Emergency numbers: _____

The parents are at this location:

Address: _____

Phone: _____

Page/Cell phone: _____

They will return approximately _____ am/pm

The first aid kit is located: _____

Child's Name: _____

Insurance Information: _____

Allergies: _____

Medical Information: _____

Child's Name: _____

Insurance Information: _____

Allergies: _____

Medical History: _____

Child's Name: _____

Insurance Information: _____

Allergies: _____

Medical Information: _____

Child's Name: _____

Insurance Information: _____

Allergies: _____

Medical Information: _____

Child's Name: _____

Insurance Information: _____

Allergies: _____

Medical Information: _____

APPENDIX D

Related Contact Numbers

ORGANIZATION	WEBSITE	CONTACT NUMBER
American Red Cross	redcross.org	(313) 833-4440 (S.E. Michigan)
Center for Disease Control	cdc.gov	(888) 232-4636
City of Novi	cityofnovi.org	(248) 348-7100
Consumer Product Safety Commission	cpsc.gov	(800) 638-2772
Department of Homeland Security	ready.gov	(800) BE-READY
Do 1 Thing (Additional Emergency Planning)	do1thing.us	
Federal Emergency Management Agency (FEMA)	fema.gov	(800) 480-2520
Institute for Business and Home Safety	ibhs.org	(813) 286-3400 (Voice)
National Fire Protection Association	nfpa.org	(617) 770-3000
National Highway Transportation Safety Administration	nhtsa.dot.gov	(888) 327-4236
National Oceanic and Atmospheric Administration (NOAA)	noaa.gov	(301) 713-1208
National Safety Council	nsc.org	(800) 621-7619



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