

Town of North Smithfield Emergency Management Agency



On the Web: www.nsema.org

Insert your last name here

FAMILY DISASTER PLAN



• **A MESSAGE FROM NORTH SMITHFIELD'S DIRECTOR OF EMERGENCY MANAGEMENT**

Dear North Smithfield Residents,

As the Director of Emergency Management, I am pleased to present to you this **FAMILY EMERGENCY PLAN** template. This emergency plan has been developed to be used as a tool when preparing for and recovering from emergencies and disasters. The plan has been assembled with local information and modeled on what we consider to be model plans from across the country. In particular, North Smithfield EMA wishes to acknowledge the University of Missouri Outreach and Extension, Texas A&M, as well as the Federal Emergency Management Agency, the American Red Cross, the Salvation Army and the Town of Smithfield EMA for information contained in this plan.

No template can be considered all inclusive. When completing this family emergency plan, we encourage you to add or modify sections suit individual and family needs. This template can be filled in as an electronic version or printed and filled in by hand. If filled in by hand, it is suggested that one use a pencil for ease of making future corrections to information contained in the document.

Lastly, please keep this plan up-to-date and review it with your family at least twice a year.

From all of us at Emergency Management, we hope you find this plan useful and a valuable resource. Stay safe, stay prepared and as always, stay ready for the next time disaster pays us a visit in the Blackstone Valley.

As always, I remain sincerely yours,

Colonel Peter E. Branconnier
Director of Emergency Management
Town of Smithfield, Rhode Island

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• **IMPORTANT TELEPHONE NUMBERS:**

In case of emergency...

Fire, Police or Medical emergencies	9-1-1
Fire Department	401-762-1135
Police Department	401-762-1212
Regional Poison Control	800-222-1222

For more information on emergency preparedness...

Emergency Management Agency	767-2206
Storm Control Hot Line	767-2208

Utilities and service interruptions...

<u>Electrical Power – National Grid</u>	
Customer service	1-800-322-3223
Report a power outage	1-800-465-1212
<u>Natural Gas</u>	
Customer service	1-800-870-1664
If you detect a gas leak	9-1-1
<u>Telephone</u>	
Cox Communications	1-877-206-4210
Verizon	1-800-837-4966
<u>Water</u>	
North Smithfield Water Department	401-762-0541
Woonsocket Water Department	401-767-9286
Blackstone Water Department	508-883-9331
<u>Water Treatment</u>	
Woonsocket Wastewater/Sewer Plant	401-766-0555/767-1410

Other important telephone numbers...

• **HOUSEHOLD MEMBER INFORMATION**

Our family...

Name	Date of birth	Cell phone	Medications/dose
Relationship	Social security #	E-mail address	

Name	Date of birth	Cell phone	Medications/dose
Relationship	Social security #	E-mail address	

Name	Date of birth	Cell phone	Medications/dose
Relationship	Social security #	E-mail address	

Name	Date of birth	Cell phone	Medications/dose
Relationship	Social security #	E-mail address	

Name	Date of birth	Cell phone	Medications/dose
Relationship	Social security #	E-mail address	

Name	Date of birth	Cell phone	Medications/dose
Relationship	Social security #	E-mail address	

Our pets...

Name	Breed	License #	Medications/dose
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Name	Breed	License #	Medications/dose
------	-------	-----------	------------------

Name	Breed	License #	Medications/dose
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• **WHERE WE LIVE (HOUSEHOLD INFORMATION)**

Address: _____

Coordinates: _____ North _____ West

Home phone: _____ Home fax: _____

House floor plan *(Draw a layout of your home. Make sure you include locations of utility shutoffs and safety equipment like fire extinguishers, disaster supplies, etc. Use one graph per floor.)*

• **MOTOR VEHICLE INFORMATION**

Make	Model	Year	Registration	Vehicle Identification Number (VIN)

• **INSURANCE INFORMATION**

Name	Telephone # (Customer Service)	Policy #
	Emergency telephone	

• **CONTACT DIRECTORY**

Friends and neighbors contact list...

Name	Address Physical Location to Home	Phone: (H)ome (W)ork (C)ellular	E-mail Address	Note:
		H: W C:		
		H: W: C:		
		H: W: C:		
		H: W: C:		

Note: Identify two neighbors. Agree to check on each other

Out – of – area contacts...

During disasters, use phone for emergencies only. Local phone lines may be tied up. Make one call out-of-area to report in. Let this person contact others.

Contact #1 Name	Home Address	Home Phone	E-mail Address
	Work Address	Work Phone	Cell Phone Number

Contact #2 Name	Home Address	Home Phone	E-mail Address
	Work Address	Work Phone	Cell Phone Number

Work, school and other contacts...

Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
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	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	

*Note: *Disaster Procedures: Household members should know each other's disaster procedures for work, school, or other places where they spend time during the week.*

Pharmacy and doctors...

Pharmacist Name(s)	Pharmacy Name	Phone/Address
	Pharmacy Name	Phone/Address
Specialist Name	Area of Concern	Phone
	Organization	Address
Specialist Name	Area of Concern	Phone
	Organization	Address

• **REUNIFICATION PROCEDURES**

In or Around House/Apartment	Inside House/Apartment
	Outside House/Apartment
When Family is Not Home	Priority Location (Leave note in a designated place where you will be: i.e., neighbor, relative, park, school, shelter, etc.)

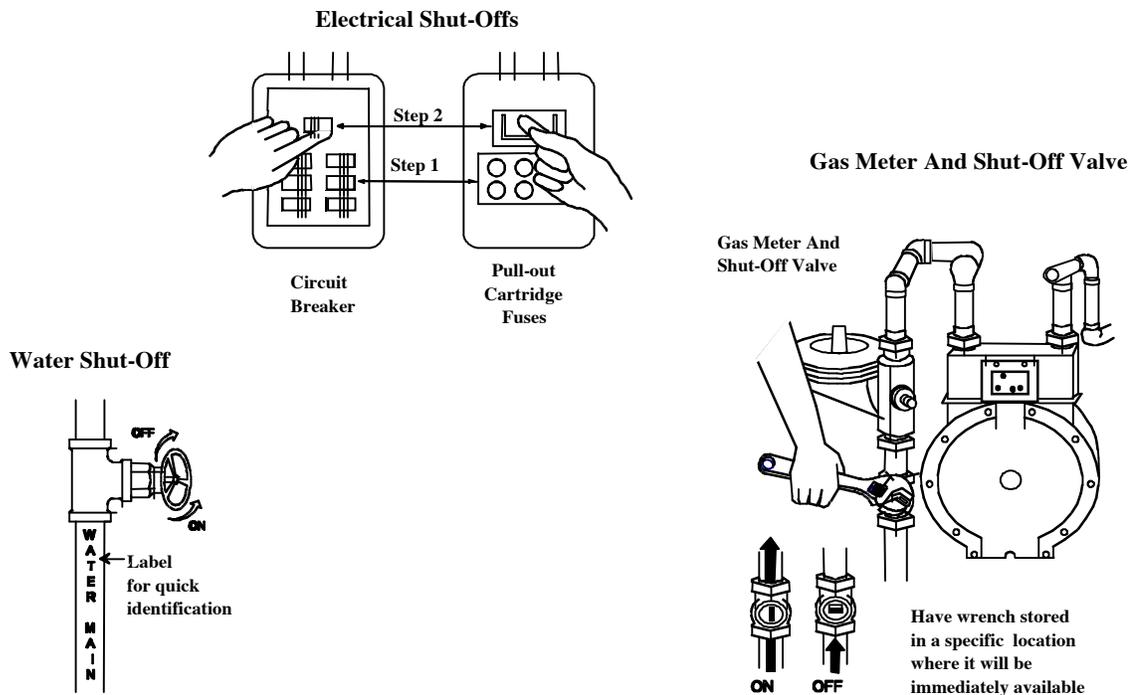
Note: Identify and discuss with household members the reunion places if a disaster prevents anyone from entering the home. Also, reunion and evacuation procedures need to include children at school and house members with disabilities. Talk to school officials. Write down procedures.

Important notes and procedures...

Note: People with disabilities are advised to identify two or three people at work, school, neighborhood, etc. who will assist them in the event of a disaster.

• UTILITY CONTROL

Locate and label these utility control points in your home.



Electricity:

In the event that you need to turn off the electricity in your house, go to the breaker box and do the following:

1. Turn off smaller breakers one by one
2. Flip the "main" breaker last

To reenergize your home, reverse the steps above

Water:

In the event you need to shut water off inside your home, find the main water valve and turn it to your right. To open the flow of water back into the house, turn it to your left.

Gas:

IMPORTANT – Only turn off you gas at the meter if you smell gas!

To turn off natural gas in your house, take a wrench and tighten it on to the quarter turn valve that is on the pipe that feeds into the gas meter. Turn it one quarter turn to make the indicator parallel to the ground. In most locations, once you do this you cannot turn the gas back on to the house without the utility company.

Propane:

If you live in an area that uses outdoor propane or LPG you will find this outside the home. Open the top of the tank and you will see either a regular turn knob or a quarter turn valve. Turn the knob to your right to shut off the flow of propane into your house. For quarter turn valve see above.

• **POST-DISASTER SAFETY CONSIDERATIONS**

After a storm rolls through and it is safe to go outdoors, assessing property damage and helping neighbors in needs become often times becomes a priority for residents. The post-disaster environment can often times be dangerous. After an emergency occurs, discuss these safety considerations with your family and remind children of the dangers that are in neighborhoods.

- ✓ **Follow public announcements.** Local authorities will provide valuable information about road closings, and the safety of tap water for cooking and bathing. If the water is not safe, they will tell you to use bottled water, or to boil and disinfect tap water.
- ✓ **Avoid riding, driving or walking through flooded areas.** Follow all warnings about water on roadways. Never go around a police barricade. In flooded areas, washouts may have weakened roads and bridges, and they could collapse under the weight of your vehicle. If you have to work in or near floodwater, wear a life jacket.
- ✓ **Wear protective clothing, sturdy shoes and gloves.** When working, wear a hard hat, goggles, heavy work gloves and watertight boots with steel toes and insoles (not just steel shanks). Protective clothing is especially important when handling chainsaws and other large pieces of equipment used in clearing debris.
- ✓ **Avoid unstable buildings and structures.** Be careful around damaged buildings and trees. Leave immediately if you hear shifting or unusual noises that signal the structure may fall.
- ✓ **Beware of electrical and fire hazards.** Never touch any building, car or other structure which has a fallen power line touching it. Avoid contact with overhead power lines during cleanup and other activities. Do not burn candles near flammable items or leave candles unattended. If possible, use flashlights or other battery-operated lights instead of candles. Call a professional electrician or power company to report a down power line or power outage.
- ✓ **Beware of gas leaks.** Avoid using flames or sparking devices until you are sure there is no natural gas leaking in the area. Natural gas leaks are the top cause of fires after a disaster. That is why you never turn gas back on by yourself. Contact your local utility company for a trained professional to restore your gas service.
- ✓ **Prevent carbon monoxide poisoning.** Carbon monoxide is an odorless, colorless gas produced by many types of equipment. It is poisonous to breathe. Do not use a portable generator, charcoal grill, camp stove and/or other gasoline and charcoal burning device in any enclosed or partially enclosed area – even if the area has ventilation. Opening doors and windows or using fans will not prevent carbon monoxide from building up in the home. If you start to feel sick, dizzy, or weak while using a generator or other gasoline/charcoal burning device, get to fresh air right away. Seek prompt medical care.
- ✓ **Store and transport gasoline safely.** Always transport gasoline in an approved safety container. Approved containers are red and have a warning label regarding the dangers of gasoline. Do not use a glass container or a used metal container that has held other petroleum products. Gasoline is highly flammable and extremely dangerous, so take all necessary precautions when handling it. Fill

approved containers to only 95 per cent capacity to allow for heat expansion. Before loading a filled, portable gasoline container into a vehicle, make sure that the cap and the air vent cap are tight. Secure the container so it doesn't tip while being transported.

✓ **Use chain saws safely.** Wear protective gear, including a helmet system (consisting of head, face and hearing protection). You also need cotton or leather gloves, chain saw protective chaps, and boots with steel toes. Read your owner's manual concerning kickback danger of the chain saw in order to reduce your risk of injury. Remember always to hold the chain saw firmly with both hands and do not over-reach or cut above shoulder height. Follow sharpening and maintenance instructions for the chain saw and only fill a gas-powered chain saw when the engine is cool. If the saw runs out of gas, let it cool 30 minutes before refueling.

✓ **Beware of wild or stray animals.** Wildlife often finds refuge in structures damaged in a storm because they provide easy access. Be aware of your surroundings and avoid wild or stray animals. Call local authorities, who are better equipped to handle live animals and can dispose of dead animals according to local guidelines.

✓ **Beware of snakes.** Wear snake-proof boots that are at least 10 inches high or wear snake leggings in heavy debris areas. This is where snakes are likely to be found. Use a poking stick to announce your approach when possible. If you are bitten by a poisonous snake, don't try to treat the bite yourself. Go to the nearest hospital or place of treatment immediately. It helps to note the appearance of the snake for identification and treatment purposes.

✓ **Pace yourself and get support.** Watch for signs of physical and emotional exhaustion or strain. Learn to recognize and deal with stress. Set priorities for clean-up tasks and pace the work. Try not to work alone. Ask family members, friends or professionals for support.

✓ **Prevent musculoskeletal injuries.** Use teams of two or more people to move bulky objects. Avoid lifting any material that weighs more than 50 pounds (per person). When lifting heavy debris, bend your knees and lift with your legs — not your back.

✓ **Avoid mosquitoes.** Prevent mosquito bites by wearing long pants, socks and long-sleeved shirts. Use insect repellents that contain DEET or Picaridin.

✓ **Wear sunscreen.** When working outside for extended periods of time, wear sunscreen with a minimum of SPF 30 to avoid sunburns.

✓ **Treat wounds.** If you get a scratch, cut or brush burn from flood debris, clean it with soap and clean water. Apply an antibiotic ointment. Seek medical attention immediately if a wound swells or drains and if you have not had a tetanus booster in the last few years.

- **ADDITIONAL EMERGENCY PREPAREDNESS INFORMATION AND RESOURCES**

National Grid's Notice of Life Sustaining Equipment*:

If you rely on electrically operated life-sustaining medical devices and you may be in immediate danger if your electric service is interrupted, please take the time now to complete and return the National Grid's Notice of Life Sustaining Equipment form that may be accessed by the link below*:

http://www.nationalgridus.com/non_html/shared_life_sustaining2011.pdf

Completed forms may be returned to:

National Grid
PO Box 960
Northboro, MA 01532-0960
Telephone: 1-800-322-3223

National Grid attempts to contact customers on life-sustaining equipment before a planned outage. We also regularly review equipment requirements to stay up-to-date on customers' needs.

Rhode Island Special Needs Registry*:

The Rhode Island Department of Health (HEALTH) and the Rhode Island Emergency Management Agency (RIEMA) have joined together to develop a registry for Rhode Islanders with disabilities, chronic conditions, and other special healthcare needs. This system is designed to identify individuals who require special assistance during emergencies. Enrollment in the Registry does not guarantee assistance, but allows first responders to appropriately plan for, prepare for, and respond to the needs of the community. To enroll in the registry, please click the link below:

<http://www.health.ri.gov/emergency/about/specialneedsregistry/index.php/>

**If receiving this emergency plan in printed format, forms are attached and there is no need to download them.*

For information about disasters and preparing for emergency situations, please visit:

Smithfield Emergency Management Agency

www.smithfielema.org

Rhode Island Emergency Management Agency

www.riema.gov

National Ready Program

www.ready.gov

- **ATTACHMENT 1: HOUSEHOLD UTILITY LABELS**

Please cut and tape these utility labels in the appropriate locations in your home.

Electrical

Water Meter

Gas Meter

Oil Tank