

TOWN OF SHARON



EMERGENCY PLANNING GUIDE

What to do before, during and after an emergency

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Introduction

This guide has been prepared by the Local Emergency Planning Committee (LEPC) to provide Sharon citizens with basic information and resources regarding different types of emergencies so you can prepare NOW as well as in the event when an emergency happens. Emergencies and disasters can strike quickly and without warning, and can force you to evacuate your neighborhood or be confined to your home. What would you do if your basic services – water, gas, electricity or communications – were cut off?

Learn how to protect yourself and cope with disaster by planning ahead. Preparedness means having your own supply of water, food, medications and emergency supplies for a period ranging anywhere from a minimum of a few days to possibly several weeks. History has proven that the better prepared you and your family are **BEFORE** an emergency, the better you are able to deal with an emergency when it happens. This is not to say that because you are prepared nothing bad is going to happen, but that you now have a plan on how you are going to respond.

Why Prepare for an Emergency or Disaster?

There are real benefits to being prepared. Being prepared can reduce fear, anxiety, and losses that accompany disasters. By planning before an emergency happens, you will have the best possible answers and choices all ready for you to review and select from.

Communities, families, and individuals should know what to do in the event of an emergency and where to seek shelter if needed. If required, residents should be ready to evacuate their homes and take refuge in public shelters and know how to care for their basic medical needs.

Our goal, as part of the LEPC is to continue to seek and develop strategies, policies, partnerships, and plans to facilitate a comprehensive response to any and all emergencies that may arise, but ultimately, knowing what to do is your responsibility.

This booklet provides information on preparedness and how to prepare an Emergency Supply Kit, a Car Supply Kit, and an Emergency Kit for Pets. A quick reference guide specific to Sharon is located on page 3. This reference guide contains the most basic information needed during an emergency, such as key phone numbers, how to find the location of local emergency shelters, and where to obtain additional information and resources. Print and post near your telephone.

The Center for Disease Control (CDC) provides invaluable information on its websites listed below:

CDC Preparedness Information

www.emergency.cdc.gov

Emergency Preparedness for Individuals

www.emergency.cdc.gov/preparedness

Flu Information

<http://www.mass.gov/eohhs/provider/guidelines-resources/services-planning/diseases-conditions/influenza/>

IMPORTANT NUMBERS

EMERGENCY:	
Fire/Police/Medical	911
Police – Non Emergency	781.784.1587
Poison Control	1.800.682.9211
Fire Station	781.784.1522
Health Department	781.784.1500 x1206
Sharon Adult Center	781.784.8000
Building Department	781.784.1525 x2310
Water Department	781.784.1525 x2315

UTILITIES:	
NSTAR	800.592.2000
National Grid	800.465.1212
Comcast	800.934.6489
Verizon	800.855.4268

LOCAL TV AND RADIO:	
Community Television	Channels 8, 12, 22 www.sharontv.com 781.784.8888
Local Radio Station	1630 AM

OTHER	
Massachusetts Dept of Public Health	www.mass.gov/dph
Massachusetts Emergency Management Agency	www.state.ma.us/mema
Massachusetts Executive Office of Public Safety	www.mass.gov/eops
American Red Cross	617.375.0700 www.redcross.org
Centers for Disease Control and Prevention	www.cdc.gov
U.S. Department of Homeland Security	www.ready.gov
Family Preparedness	www.ready.gov www.fema.gov/areyouready

Family Emergency Communications Plan

It is important to develop a Family Emergency Communications Plan in case family members are separated from one another during an emergency (a real possibility during the day when adults are at work and children are at school). This plan should also address reuniting after the immediate crisis has passed. If possible, ask an out-of-state relative or a friend to serve as the Family Emergency Communications contact person.

A Family Emergency Communications Plan can help reassure everyone's safety and minimize the stress associated with emergencies.

- Carry family contact information in your wallet.
- During and immediately after a disaster occurs, it is often easier to access a long distance telephone number than a local one. Calling outside a disaster area is usually easier than calling into or within the same area.
- Make sure everyone knows the name, address, and telephone number of the Family Emergency Communications Plan contact person.
- Designate two meeting areas for family members – one within your community (your primary location) and one outside of your community (your alternate location). Sometimes an emergency could impact your neighborhood or small section of the community, so a second location outside of your community would be more accessible to all family members.
- Be familiar with the Emergency Plans at your children's school as well as your place of business.
- Know the safe places within your home in case you need to shelter in during extreme weather events (e.g., tornado, hurricane).

Local Shelters

When we refer to local shelters, we are talking about community shelters. These community shelters will be set up for Sharon residents in one or more locations within the Town in response to an emergency.

When possible, it is always best to shelter at home (see page 7). However, we realize that there will be times (long-term power outages) that residents will have need to shelter in one of the town's pre-designated Emergency Shelters.

- | | | |
|--------------------------------|----------------------|-------------------------------|
| • Sharon High School | 181 Pond Street | Large scale emergency shelter |
| • Hixson Farm Clubhouse | 18 Hixson Farm Road | Small scale warming center |
| • Community Center | 219 Massapoag Ave. | Warming center |
| • Sharon Public Library | 11 North Main Street | Warming center |
| • Cottage Street School | 30 Cottage Street | Pet shelter (pets only) |

When shelters are opened, information will be disbursed on Sharon Community Radio 1630am, Sharon Public Schools Connect Ed, Sharon Cable 8 & 22, and Code-Red (through the Norfolk County Sheriff's Association – please remember to sign up at Townofsharon.net, police department). You may also telephone the police at their **non-emergency line 781.784.1587**.

When sheltering at any of the above, you may be asked to bring pillows and blankets. You should also bring along with you your **Emergency Supply Kit** (see page 4).

Emergency Preparedness Supply Kit

In the event of an emergency, you should plan on taking care of yourself and your family until help arrives or until it is safe to travel again. Your **Emergency Preparedness Supply Kit** should include the following items for you and your family. A minimum of three days' supply of each item per person is recommended. If you take daily medications and use a weekly/monthly pill dispenser, remainder of pills (in original bottles) should be stored together in a ziplock bag so as to be able to grab easily in case of evacuating your home.

Additionally, plan to update your kit every six months. As a reminder, use the beginning and ending of Daylight Savings Time (twice a year) to replace the water supply and other perishable food items that will expire in your kit.

Home Emergency Kit

- ❖ Water - 1 gallon per person per day
- ❖ Water purification tablets/ bleach
- ❖ Protein/granola/power bars
- ❖ Canned meats (tuna, etc.)
- ❖ Dried fruit, dried soup, nuts, crackers, dry cereal
- ❖ Non-electric can opener
- ❖ Change of clothes, gloves, hats
- ❖ Sleeping bag or blanket
- ❖ Tarp (light weight)
- ❖ Flashlight with extra batteries
- ❖ Glow sticks, candles (long burning)
- ❖ Lighter, waterproof matches
- ❖ Hand/body warmers
- ❖ Plastic plates, cups, bowls
- ❖ Eating utensils
- ❖ Shovel
- ❖ Radio with extra batteries, or hand cranked
- ❖ Pen and paper
- ❖ Pocket knife/multipurpose tool
- ❖ Rope (50 feet)
- ❖ Plastic bags
- ❖ Small hand tools - hammer/pliers/duct tape
- ❖ First Aid kit
- ❖ Toiletry kit
- ❖ Medical information
- ❖ Prescription drugs (3 days supply)
- ❖ Toilet paper/towelettes
- ❖ Hand sanitizer
- ❖ Household bleach
- ❖ Personal care items – sanitary napkins, etc.
- ❖ Cell phone
- ❖ Fire extinguisher

Additional items you may want

- Cash
- Needle and thread
- Disposable diapers
- Infant formula
- Eye glasses (extra pair)
- Contact lenses & supplies
- Personal identification - birth certificate, license, passport
- Pet ID, vaccination records, pet supplies

Remember to rotate your supplies as needed for freshness!

In case of evacuation, your emergency evacuation or "Go-Pack" should:

- Be in a back pack or other similar container that is easily carried.
- Contain your most important items such as a change of clothes, coins for pay phones, out-of- state contact information, medications, important papers, etc.

Car Emergency Kit

The time to prepare for an emergency is before it occurs. Whether it is a flat tire or a roadside emergency, you should have the following items in your car. Car care kits may be purchased on line or you can put one together yourself. Make sure your family knows where the kits are located. Important survival items such as food, water, and blankets should be kept in an easily accessible place and not in the trunk.

- Booster cables
- Shovels
- Road flares, cones
- Tire repair kit and pump
- Tire pressure gage
- Jack, spare tire
- Fix-a-flat
- Small tool box: small screwdriver, wrench, small hammer and pocket knife (fits in glove compartment)
- Fire extinguisher (ABC type, #5 all purpose)
- Hats/gloves
- Blanket
- Comfortable warm clothing
- Non-perishable food
- First aid kit with manual
- Flashlight with extra batteries
- Maps
- Empty gas can
- White cloth to signal distress (bright cloth in winter)
- Duct tape
- Battery powered radio
- Compass
- Car registration
- Proof of insurance

If you need to relocate (leave your residence) and evacuate, be sure to take both your **Home Emergency Kit** and your **Car Emergency Kit** with you.



Pet Care

When planning for emergencies, don't forget about your pets. You need to plan **BEFORE** an emergency on how to best protect your pets during an emergency.

Make an emergency **Grab & Go Kit** for your pet(s). If you need to evacuate, with a Pet Grab & Go Kit you will be able to quickly leave with all your pet's care items. Remember, you need to plan for a minimum of three (3) days of food and supplies for your pet.

If possible, take your pets(s) with you when you evacuate. Your pet(s) can be hurt or become casualties themselves if left behind. Remember, most public shelters for people **DO NOT** allow pets unless they are service animals. You need to make plans **BEFORE** an emergency on where and how your pet will be cared for such as a kennel, family friends, etc. The Town of Sharon has identified the Cottage Street School as a shelter for pets. There is also a website, www.petswelcome.com, which provides a listing of hotels that welcome pets and their owners.

For additional information, please visit www.fema.gov for pet care.

Pet Emergency Grab and Go Kit

- | | |
|--|---|
| <ul style="list-style-type: none">• Favorite canned and dry food• Can opener (hand operated)• Special diet foods/supplements• Bottled water• Favorite toy• Prescription drugs• Spare leashes | <ul style="list-style-type: none">• Disinfectant• Plastic bags for waste• Latex (vinyl) gloves• Vaccination record• Pet ID (collar tag)• Cat litter and tray• Blanket |
|--|---|



Shelter-in-Place

Disasters and/or emergencies can occur at any time or anywhere. One of the basic safety techniques you can use to protect you and your family is Shelter-in-Place. Shelter-in-Place means to seek immediate shelter and remain inside rather than evacuate. This basic safety technique can save your family's life during emergencies such as chemical releases, and weapons of mass destruction incidents (nerve agent, radiological and biological), power outages, etc.

Shelter-in-Place for chemical incidents, major fire with hazardous smoke and weapons of destruction incidents:

- Study your surroundings for fixed and mobile sources of hazardous materials.
- Learn about any Emergency Alert Warning Systems where you live and work.
- Prepare a Shelter-in-Place kit appropriate for the types(s) of emergencies that could occur near you. Check the kit every six months to make sure all the supplies are still there and that they are fresh.
- Find out which radio stations, television and cable channels in your area broadcast emergency information. (page 2)
- Learn CPR and first aid.
- For a place to shelter, select a room in your house that has few or no windows. The room should have a telephone, although you should use it only for emergency calls. If you use it otherwise, you might be taking up a line needed by emergency response officials.
- Make sure all family members know what to do in a chemical emergency, whether they are at home, school, work or outdoors.
- Review your plan periodically and conduct drills.

Shelter-in-Place Instructions

- Go inside immediately.
- Turn on the radio or television and listen for instructions.
- Stay inside your home or building.
- Close and lock all windows and doors.
- Turn off all fans, air conditioners and heating system blowers.
- Close fire place dampers.
- Gather flashlight, food, water, medicines, duct tape, towels, plastic sheeting, battery operated radio, and cordless telephone if available.
- Gather your **Emergency Preparedness Supply kit**.
- Go to an inside area or room preferably above ground level. In the case of a chemical threat, an above ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed. Seal cracks and openings using duct tape and plastic.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- If you smell a chemical or anything unusual, dampen a towel and breathe through it.
- If children are at school they will be protected. Do not travel to the school for them.
- Stay tuned to a radio or TV station for further instructions or for the "All Clear" to be issued.

Remember that instructions to shelter-in-place during a chemical emergency are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

After the "All Clear" has been sounded, open doors and windows and air out the house.

Bioterrorism

What is Bioterrorism?

Bioterrorism is the intentional release of a biological agent or substance that is meant to make people ill.

What are examples of Bioterrorism?

Anthrax, Botulism, Smallpox, Tularemia, and Viral Hemorrhage Fever

How can you prepare?

Always be on your guard and note all suspicious activity that is taking place. Notify proper authorities of suspicious packages or activity occurring in your surroundings. Frequently wash your hands with soap and water.

What should you do if exposed?

Remain calm and contact emergency personnel or local law enforcement for assistance. Follow guidelines described by emergency medical personnel and public health officials. Limit contact with others if contagious agent is suspected.

What should you do if you are instructed to Shelter-in-Place? (page 7)

Have a pre-determined area to go.

Locate your **Emergency Preparedness Supply Kit** and double check the contents in an effort to be ready if needed for use.

Keep in radio/TV contact with Public Health Broadcasts and follow their directions. Tune into Sharon Community Radio 1630AM.

Anthrax

What is Anthrax?

Anthrax is a disease caused by a bacterium

Types of Anthrax.

There are three types of Anthrax: Skin/Respiratory/Digestive

Is Anthrax contagious?

Person to person contact is very rare.

What is the threat from Anthrax?

The Centers for Disease Control places agents into three categories: A, B, and C.

Category A indicates that the agent:

- 1) Poses the greatest possible threat on public health.
- 2) Might spread quickly.
- 3) Requires a great deal of planning in order to protect public health.

What are the signs that you have been exposed?

- 1) **Skin contact** – small sore that turns into blister, then into skin ulcer with black center. The sore, blister and ulcer do not hurt.
- 2) **Ingestion** – nausea, loss of appetite, bloody diarrhea, and fever, followed by bad stomach pain.
- 3) **Inhaled** – cold and flu like symptoms, sore throat, mild fever and muscle aches. Progresses to cough, chest discomfort, shortness of breath, tiredness and muscle aches (not to be confused with common cold symptoms).

If exposed?

If you think you may have been exposed to Anthrax, contact your physician and local law enforcement authorities for assistance. Early treatment is important.

How is Anthrax treated?

Treatment after exposure usually is in the form of antibiotics.

Chemical Emergencies

In the event of a Chemical Emergency

Warnings and Emergency Action Instructions will be issued by the Town of Sharon Public Information Officer (PIO). Information will be provided on Sharon Public Schools Connect-Ed (emergency call back), Code-Red (emergency call back through the Norfolk County Sheriff's Association), local cable channels 8 & 22, radio/TV stations (listed under Important Numbers, page 3) and on our website: www.townofsharon.net

If you are away from home, go to the nearest shopping center or public building for shelter and wait for instructions.

Crime Prevention

Personal Protection When in Public

In most cases, you are in control of the circumstances in which you place yourself. Just being aware that you are a potential victim of a crime is the first step towards prevention.

- Stay alert to your surroundings and the people around you.
- Don't use unfamiliar shortcuts to save time; plan a safe route and stick to it.
- Lock your car and close your windows – even if you're gone only a few minutes.
- Lock your valuables in the trunk.
- When waiting for public transportation or rides from friends, do so in a well-lit place.
- Teach your children to ask a store clerk for help should they become separated from you while shopping. Children should never go to a parking lot or to your car alone.
- Avoid carrying large amounts of cash. Use checks, debit, and credit cards when possible to pay for purchases.
- If your credit cards are lost, stolen or misused, notify the issuers immediately.
- Shop before dark if possible.
- Never park in unlit lots or areas.
- Have your packages delivered whenever possible.
- Carry your purse under your arm.
- Keep wallet inside a jacket pocket.
- Purses and wallets might become targets for crime in crowded shopping areas and public transportation.
- Be careful using outside ATMs at night or in unfamiliar surroundings.
- When walking, walk in the middle of the sidewalk and walk towards oncoming traffic.
- If you carry a purse with a shoulder strap, be prepared to let go if snatched. Keep your hands as free as possible.
- Keep your car in good working order and keep the gas tank at least half full.
- When you approach your parked vehicle, visually check the area around the vehicle for any suspicious persons or activity. If you observe anything suspicious, walk to where there are other people and call the police.
- Have your keys ready when approaching your vehicle to reduce the time needed to enter.
- When operating your vehicle, keep the doors locked and the windows rolled up.
- When stopped at a traffic light or in traffic, allow space between you and the vehicle in front of you so you can drive away if necessary.
- If someone approaches your car and attempts to enter, blow your horn to attract attention and drive away.
- Carry a cell phone with you.
- If you are being followed, don't drive home. Go to police headquarters or the nearest fire station and blow your horn. You might also drive to the nearest gas station or other business where you are safe and call the police. Do not leave the car unless you are certain you can get inside a building safely.

Crime Prevention

In a Building

Avoid isolated corridors or hallways.

- Be extra careful in stairwells and in isolated or poorly lit areas.
- Avoid entering an elevator which is occupied by only one person and that person is a stranger.
- In an elevator, stand near the controls and locate the emergency button.
- When using stairwells, make wide turns when going around corners.

Home and Property Protection

The key to home and property protection is the concept of Target Hardening. The methods are simple – **Lock it Up, Light it Up, and Put it Away** – with the goal of making your home or property an undesirable target. It is the “**Look**” that counts more than anything. Next, it is the “**Difficulty**.” And last, it is whether or not it is “**Worth It**” in the thief’s eye.

The “Look”:

If it looks like someone’s home, burglars go elsewhere. They don’t want to be seen or caught, or worse, injured by an angry or frightened homeowner. That’s why over 70% of all burglaries occur during the day, when people are likely to be at work and the children are in school.

- Keep a radio or TV on.
- Keep several lights on, some upstairs and some downstairs, even during the day. It may look like someone is home. If you use light timers, have them go on and off at different times.
- When possible, keep a car parked in the driveway of your home.
- Don’t give burglars a place to hide. Keep shrubs trimmed low. Make sure there are not shrubs in front of a window that a burglar could use to hide and gain entry.
- Keep lights on outside or use motion detectors. Not only do motion detectors light the area when motion is detected, but they might also startle the burglar causing him to run away.
- Any type of fencing gives an unwelcome look to a burglar, not to mention making it more difficult for the burglar to gain entrance to your yard.
- Prison surveys of burglars indicate that a good alarm system is the best deterrent.

The Difficulty:

Studies indicate that if you can keep a burglar out for at least four minutes, he will give up and go somewhere else.

- Install good deadbolt locks on exterior doors and use them. Make sure your door jambs are in good shape.
- If your windows are closed and locked, the noise of breaking glass will tend to make your home less desirable. Never leave windows open on the lower level when you leave, even for a short while.
- If you can afford it, install a good alarm system from a reputable company.

Is It Worth It?

This applies to any situation, not just burglaries. If something is in plain sight, a thief will take a bigger risk to get it.

Evacuation

What do you mean by an Evacuation?

There will be times when you and your family would need to leave the immediate area and seek shelter elsewhere. During an evacuation, local authorities have determined that it is unsafe for you to remain in the area and you need to relocate and find shelter outside the “unsafe” area.

How long will the evacuation last?

Sometimes evacuations are for a short period of time (overturned chemical truck) to long periods of time (hurricanes) when essential services have been disrupted and need to be restored.

How can you prepare?

- If you have a car, be sure to keep the tank at least half full.
- Have a family communications plan (page 3) in advance where you and your family might relocate (i.e., relatives, friends, hotel) outside the “unsafe” area.
- Locate your **Emergency Preparedness Supply Kit** and double check the contents and be ready to use it.
- Keep in radio contact with local broadcasts. They will give you instructions for both evacuation and return policies.
- If it is a school evacuation, review and understand the school policy on where the children will be relocated.

Remember, depending on the incident, schools might use “protect in place,” meaning they have determined that it is safer to have students remain in school than to dismiss them.

How to Evacuate:

- Follow your family **Emergency Plan** and be sure all family members are familiar with it.
- Take your **Emergency Preparedness Supply Kit** with you in case you need it.
- Wear appropriate clothing for the time of year.
- Notify family members that you need to relocate and where they can reach you.
- Keep in radio contact with your local stations for RETURN instructions.
- Secure your home, lock and secure all windows and doors.
- Due to power surges and uncertainty, unplug all appliances.
- If you have lost power and there will be freezing temperatures, take steps to secure your home from frozen pipes. Your plumber can give the best answers that suit your home.
- Follow the designated evacuation routes given to you by your local authorities.



**Be Prepared
Be Aware
Be Ready**

Fire Safety

Pre-planning for fire safety can not be overstated. Most deaths from fire result from smoke inhalation and NOT the fire. Once the fire has begun it can consume your home in minutes NOT hours. The fire and smoke can cause you to become disorientated as well as blocking exit doors. This prevents you and your family from leaving the house to seek safety outside.

Planning BEFORE a fire happens can significantly improve you and your family’s chances of surviving a fire. The following life-saving tips have proven to be invaluable BEFORE and DURING a fire.

BEFORE	DURING
<ul style="list-style-type: none"> ○ Install smoke and carbon monoxide detectors (replace the batteries twice a year; use beginning and end of Daylight Savings Time as a guide); test the unit monthly. 	<ul style="list-style-type: none"> ○ When a fire happens, stay low to the floor; smoke is less dense at floor level
<ul style="list-style-type: none"> ○ Make a plan on how you would escape from each room of your house 	<ul style="list-style-type: none"> ○ Instruct everyone to leave the house immediately
<ul style="list-style-type: none"> ○ Pick a designated place away from the house where you will all meet 	<ul style="list-style-type: none"> ○ Check all doors before opening them to see if they’re hot. If hot, do not open; seek another escape route
<ul style="list-style-type: none"> ○ Annually clean your fireplace chimney. Check your chimney flues and clean as needed 	<ul style="list-style-type: none"> ○ Use the stairs to exit or a window if you have to; leave immediately
<ul style="list-style-type: none"> ○ Annually have your heat system (boiler, furnace) serviced and cleaned 	<ul style="list-style-type: none"> ○ Close doors behind you as you leave each room to slow the spread of the fire
<ul style="list-style-type: none"> ○ Discard all faulty appliances and damaged extension cords 	<ul style="list-style-type: none"> ○ Exit the house and go to a neighbor’s house to call 911
<ul style="list-style-type: none"> ○ Do not smoke in bed or let children play with matches 	<ul style="list-style-type: none"> ○ DO NOT go back into a burning building once you have exited
<ul style="list-style-type: none"> ○ All open flames (candles and fires in the fireplace) SHOULD NOT be left unattended 	<ul style="list-style-type: none"> ○ Meet house members at the pre-determined location outside
<ul style="list-style-type: none"> ○ Do not overload electrical circuits 	<ul style="list-style-type: none"> ○ Ask your local building/fire officials when it is safe to re-enter
<ul style="list-style-type: none"> ○ Have flashlights and batteries on all floors ○ Have an ABC Fire extinguisher 	<ul style="list-style-type: none"> ○ Check all food products (see section on Utility Outages beginning on page 23); call Health Department for any food safety concerns

Floods

We all have seen pictures of the devastation that floods can cause. You cannot stop the flood water from coming, but you CAN prepare in advance on how you and your family will plan for it. Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

How can you prepare?

Flood Insurance: Record-keeping and photos of your possessions combined with flood insurance is a great way to prepare. If you lose records of your possessions, photos and videos will help you when you file an insurance claim under your flood insurance policy.

In addition to having flood insurance, you can prepare in other ways to limit the impact the floodwaters have on you and your family.

- See section on UTILITY OUTAGES (beginning on page 23) for your Emergency Preparedness Supply Kit.
- Review with your family your **Emergency Plan** and be sure that all family members are familiar with it.
- Installation of a quality sump pump* with back-up power is a must.
- Make a list of all items currently in contact with your basement floor, furnace, boiler, hot water heater, appliances, electrical outlets, etc. Once the list is complete, begin to raise these items a minimum of 12 inches above the basement floor level. Seek the services of professionals to do this and check with the Building Inspector for code compliance.
- Install backflow preventers as well on sewer lines, etc., to prevent contaminated water from coming into your home through the plumbing.

When flooding occurs:

- **Do not** drive on flooded roads or bridges. Just one foot of moving water can move most cars off the road.
- **Do not** walk through or allow children to play in floodwaters. These waters might be contaminated, conceal hazards such as downed electrical wires or holes, and as little as six inches of fast moving floodwater can sweep a person off his or her feet.
- Listen on your local radio station/television for weather updates, flood watches and warnings, and when you might be able to return if evacuated.
- If asked to evacuate, comply as soon as possible and take your **Emergency Preparedness Supply Kit** with you.
- When evacuating, contact a designated out of state family member or friend to let them know you are evacuating and where you and your family are going.

*A sump pump is a device generally located in the basement of your home or business and is located in a "pit" below the floor level. The pit is designed to be the low point to where the water flows or is piped. When the pump "senses" water in the pit (flooding) the pump turns on and pumps the excess water to the outside of the home through a pipe connected to the pump.

Hurricanes

Hurricanes present a real threat to coastal areas and can travel inland and create additional destruction, injury and death. Hurricanes are destructive storms that affect the United States typically from June 1st through November 30th.

What is a hurricane?

A hurricane is described as an intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph or higher.

What concerns or hazards do hurricanes pose?

- **Storm Surge (Coastal Areas)** is when water is pushed to the shore, thus raising the normal height of the tide, which can increase the water level 15 inches higher than normal causing severe flooding.
- **Inland Flooding** is of great concern particularly when it has been recorded that it accounts for more than half of the deaths associated with tropical cyclones in the United States.
- **High Winds** can damage or destroy property. It can inflict injury or death to people and pets through debris (building material from roofing, siding, outdoor furniture or equipment etc.), that are picked up by the strong winds and hurled with great force. Additionally, people can suffer additional injury and death due to collapsing buildings.
- **Tornadoes** can be produced by hurricanes and can produce additional destructiveness. (See section on Tornadoes, page 18.)
- **Microburst** is a very localized column of sinking air producing damaging divergent and straight-line winds at the surface that are similar to but distinguishable from tornadoes which generally have convergent damage.



Hurricanes - continued

Saffir-Simpson Scale

CAT#	Wind Speed MPH	Destructive Capability/impact on property and people
CAT 1	74-95	<ul style="list-style-type: none"> ▪ No real building damage. ▪ Damage to unanchored mobile homes. ▪ Sign damage possible. ▪ Minor coastal flooding and property damage.
CAT 2	96-110	<ul style="list-style-type: none"> ▪ Storm surge generally 6-8 feet above normal. ▪ Some roofing material, door, and window damage of buildings. ▪ Considerable damage to shrubbery and trees with some trees blown down. ▪ Considerable damage to mobile homes, poorly constructed signs and piers. ▪ Coastal and low-lying escape routes flood 2-4 hours before arrival of the hurricane center. ▪ Small craft in unprotected anchorages' break moorings.
CAT 3	111-130	<ul style="list-style-type: none"> ▪ Storm surge generally 9-12 feet above normal. ▪ Some structural damage to small residences and utility buildings with a minor amount of curtain wall * failures. ▪ Damage to shrubbery and trees with foliage blown off trees and large trees blown down. ▪ Mobile homes and poorly constructed signs are destroyed. ▪ Low-lying escape routes are cut by rising water 3-5 hours before the arrival of the center of the hurricane. ▪ Flooding near the coast destroys smaller structures with large structures damaged by battering from floating debris. ▪ Terrain continuously lower than 5 feet above mean sea level might be flooded inland 8 miles or more. ▪ Evacuation of low-lying residences within several blocks of the shoreline might be required.
Cat 4	131-155	<ul style="list-style-type: none"> ▪ Storm surge generally 13-18 feet above normal. ▪ More extensive curtain wall failures with some complete roof structure failures on small residences. ▪ Shrubs, trees, and all signs are blown down. ▪ Complete destruction of mobile homes. Extensive damage to doors and windows. ▪ Low-lying escape routes might be cut by rising water 3-5 hours before arrival of the center of the hurricane. ▪ Major damage to lower floors of structures near the shore. ▪ Terrain lower than 10 feet above sea level might be flooded requiring massive evacuation of residential areas as far inland as 6 miles.
Cat 5	156+	<ul style="list-style-type: none"> ▪ Storm surge generally greater than 18 feet above normal. ▪ Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. ▪ All shrubs, trees, signs blown down. ▪ Complete destruction of mobile homes. Severe and extensive window and door damage. ▪ Low-lying escape routes are cut by rising water 3-5 hours before arrival of the center of the hurricane. ▪ Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. ▪ Massive evacuation of residential areas on low ground within 5-10 miles of the shoreline might be required.

Hurricanes – continued

Hurricane watch:

A hurricane watch indicates there is a threat of hurricane conditions within 24-36 hours. You **should begin** to decide whether you plan to leave the area and you should review your family's Emergency Plan and Emergency Supply Kit.

Hurricane warning:

A hurricane warning indicates that hurricane conditions (winds of 74 miles per hour or greater) are expected within 24 hours or less. You **should complete** all preparations and decide the safest location to “weather the storm” (e.g., in your own home, condo, apartment, local emergency shelter or a safe inland location).

How do you and your family prepare for a hurricane?

Be prepared to use your Family Evacuation Plan and remember if you need to evacuate, take your **Emergency Preparedness Supply Kit** with you. Follow your plan and proceed to your pre-arranged destination. Keep your radio or television tuned to the local emergency station(s) for updates on the storm.

Don't forget to make arrangements **BEFORE** the emergency for your pets, which could include a shelter just for animals. Contact local animal shelters or humane society for guidance. For Sharon residents, Cottage Street School has been identified as a small animal shelter (page 3).

- Review the plan with all family members before the emergency happens. Your plan should include an Emergency Communication Plan. This Communication Plan (number and names of family members) will enable you to coordinate your messages when you are not together.
- Check your Emergency Preparedness Supply Kit.
- Be sure your car has a full tank of gas.
- Secure all outside lawn furniture, store equipment and furniture indoors if possible.
- Continuously listen on your local radio or television station(s) for weather updates. Double check that you have fresh batteries for your battery powered radio and/or TV.
- Check supply of clean drinking water.

*Curtain wall: in a framed building, an exterior wall having no structural function.



Tornado Safety

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Tornado facts

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves southwest to northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 mph, but may vary from stationary to 70 mph.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

Notification of a tornado in the area is divided into two forms: tornado watches and/or warnings.

Tornado Watch indicates that the weather conditions support the formation of a tornado and that the public needs to remain alert. Keep listening to the radio and/or your local television station for updates until the storm passes. Keep a watchful eye on the skies to the south and southwest for tornado like formations, funnel clouds. If you see a forming funnel cloud, report it to the police department and seek cover.

Tornado Warning indicates that a tornado has been seen or radar has depicted one and it may strike your community.

During a tornado, your best protection from flying debris, falling objects or being just blown away is an underground shelter. If you have one, instruct family members to go to it immediately and bring with you to the shelter your Emergency Plan and Emergency Supply Kit.

Oppressive Heat

High heat combined with high humidity can be very stressful and dangerous to people exposed to it for long periods of time, especially the elderly and the very young. The body needs to cool down and does so by perspiring (sweating). If this cool-down is slowed or stopped by oppressive heat and humidity, the result can be serious and often deadly. Hyperthermia (overheating of the body), heat cramps, heat exhaustion and heat stroke can lead to possible death. The best prevention is not putting yourself in a situation where hyperthermia might develop.

Sunburn (over exposure to sunlight) can range from red skin to blisters requiring possible medical attention. Use cool cloths on sunburned areas. Apply soothing lotions that contain aloe vera to sunburned areas. Topical steroids such as 1% hydrocortisone cream may also help with pain and swelling.

Heat Cramps result in spasms in the legs and abdominal muscles, which can be very painful. Massaging or firm pressure on the area of the spasms can help to relieve them. Ingestion of water might be needed at this time. Watch for signs of nausea. If nausea is present, discontinue ingesting of water.

Heat Exhaustion symptoms include heavy sweating, general feeling of weakness, skin is cold to the touch, person appears pale and clammy, weak pulse. Fainting and vomiting are not uncommon. Move person to cool area out of the sun, possibly to an air-conditioned area. Drink small amounts of water. If nausea occurs followed by vomiting, seek medical attention.

Heat Stroke is very serious with body temperature of 106 degrees or higher, with hot, dry skin, and a rapid pulse rate with possible unconsciousness. Lack of sweating is evident. If these conditions are noted, immediate medical attention is needed. Call 911 and move the person to a cool environment if possible. Do not give fluids at this time. Any delay in treatment could result in injury or death.

During oppressive heat conditions, remember to take care of yourself and your family by:

- Drinking plenty of fluids.
- Drink on a regular basis; not just when you get thirsty.
- Don't drink liquids that contain caffeine, alcohol and /or large amount of sugar which can cause your body to lose more body liquid.
- You might need to replace salts and minerals lost during heavy sweating. These are necessary for good body function. If you have to exert yourself (exercise or work related duties), increase your fluid, salt and minerals intake.
- Wear light clothing and clothing that is light in color. Lighter colors reflect the sunlight and thus retain less heat. Clothing should be loose fitting so as to permit better perspiration
- Remember to wear sunscreen on all exposed parts of your body before venturing out in the sun.
- Use a sunscreen of at least SPF 15 or higher. Reapply several times throughout the day for adequate protection from the harmful rays of the sun.

Oppressive Heat - continued

- Wear sunglasses to protect your eyes.
- Wear a hat to cover your head and shade your neckline.
- If possible, conduct outside activities in the shade.
- If you must work or exert yourself outside, adjust activities (slow down) to make sure you don't become overheated.
- Notify family members of your whereabouts if you are planning strenuous activities and when you plan on returning home.
- Keep an eye on the elderly by calling or stopping in to check on them. Do this several times a day especially if they are without air-conditioning.
- When oppressive heat continues for a prolonged period, staying inside in an air-conditioned environment is your best bet.
- Local malls and shops that are air-conditioned might be your best alternative to seek refuge if your home or place of residence does not have air-conditioning.



Pandemic Flu

What is Pandemic Flu?

A pandemic flu is a world wide outbreak that occurs when a new influenza virus causes serious human illness and spreads easily from person to person.

Is there a vaccine?

The vaccine would have to be developed for the specific strain of influenza. Antivirals may be available to reduce severe illness and/or death from the specific viral strain.

How can we prepare?

In community settings, the best way to reduce the number of persons likely to get the pandemic flu is:

Decrease the potential for contact:

- Obey travel advisories
- Limit public transportation
- Avoid public gatherings
- Stay at home

Decrease the potential for infection:

- Cover your cough/sneeze
- Use a tissue or cough/sneeze into your elbow/upper arm
- Put tissues into the trash
- Wash your hands!

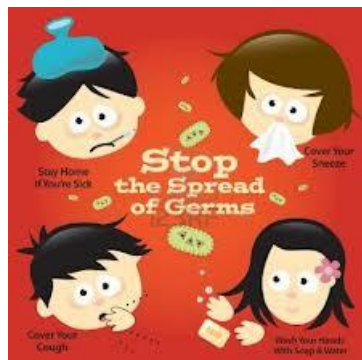
Wash your hands often and well:

- Use warm water
- Moisten hands/apply soap
- Rub hands together for at least 20 seconds
- Rinse thoroughly
- Dry hands

If recommended wear masks in public and stay at home if you are sick.

For additional information on Pandemic Flu

- www.pandemicflu.gov
- www.mass.gov/dph/flu
- Massachusetts Department of Public Health – 617.983.6800



Bird Flu

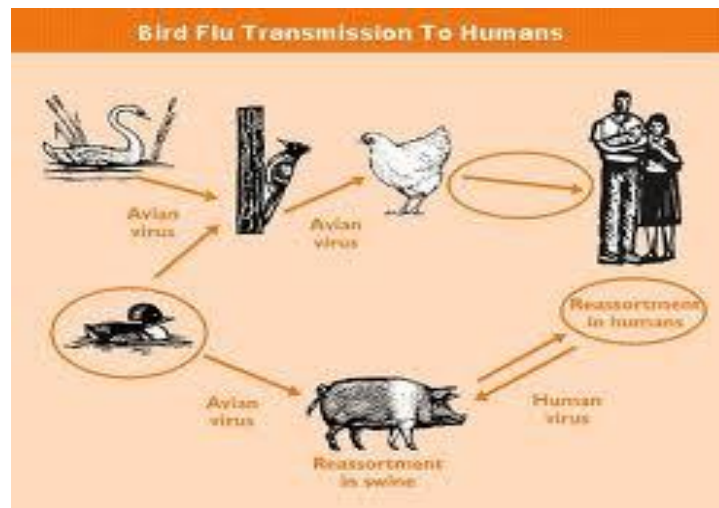
Many birds around the world are getting sick from H5N1 Avian Influenza. This is more commonly known as “bird flu.” Avian flu is caused by a form of influenza virus that usually only infects birds and sometimes infects pigs. The few people who have become sick or died from the bird flu had direct contact with infected birds.

Bird flu is not the same as Pandemic flu

- Pandemic flu spreads quickly from person to person; bird flu does not.
- In order for bird flu to spread from person to person, it would need to (change) mutate into a new form which could then spread easily from person to person.
- Bird flu is difficult for a person to catch.
- Most who become sick came into contact with sick chickens/ducks by touching items contaminated with droppings or a dead bird.
- Meat that has been cooked all the way through cannot give you bird flu.

Although not yet here, how to protect yourself from bird flu

- Birds can carry many kinds of germs that can make us sick.
- A bird could look fine and still be sick.
- If you **MUST** handle a sick or dead bird, wear gloves and wash your hands afterwards.
- Don't walk barefoot where there are bird droppings.
- If you are worried about swimming, swim at a regulated beach where water tests are done. Water tests check to be sure the water is not polluted from human, farm or animal waste.



Utility Outages

Food Safety

The sudden loss of electrical power can be a cause of great concern not only for safety regarding downed power lines, but also for those who use medical devices (oxygen, monitors, etc.) that require electricity to operate.

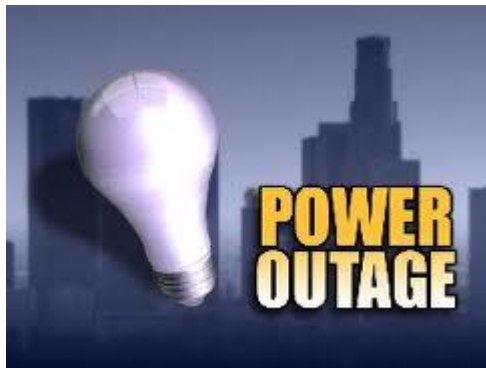
When the power goes off, avoid opening and closing the refrigerators and freezers. This helps keep the food contents inside colder for a longer period of time.

Refrigerators last approximately 2 to 3 hours. If it appears that the electrical outage will be longer than 4 hours, (call the utility company – see page 2 – and ask for an estimate when power is going to be restored), you can pack the refrigerator and its contents with ice. Remember: you only need to maintain your refrigerator temperature of 40 degrees or cooler and your freezer should be able to keep your food frozen. Any perishable food that has been out of temperature range for 4 hours or more should be thrown in the trash – see chart on pages 24-26.

Freezers last approximately 24-48 hours. Note: foods found under 40 degrees and still have ice crystals can be re-frozen.

- Have a couple of inexpensive Styrofoam coolers in storage. These can be used to temporarily store food when ice is used.
- Use a food thermometer to determine temperatures of individual food items.
- Keep thermometers in your refrigerator and freezer so you can track the temperature of the units.
- In the event of predicted power outages, turn temperature in freezer to the coldest setting.

The charts on the following three pages have been reprinted from U.S. Department of Agriculture, Food Safety and Inspection Service, “Help, Power Outage!” Food News for Consumers, Summer 1989.



Utility Outages – continued

What refrigerated foods should you keep after a power outage?

<i>Dairy/Eggs/Cheese</i>	<i>Food Still cold; held at 40 degrees F or above less than 2 hours</i>	<i>Held above 40 degrees F over 2 hours</i>
Milk, cream, sour cream, buttermilk, evaporated milk, yogurt	Keep	Discard
Butter, Margarine	Keep	Keep
Baby formula, opened	Keep	Discard
Eggs, egg dishes, custards, puddings	Keep	Discard
Hard & Processed Cheese	Keep	Keep
Soft Cheeses, Cottage Cheese	Keep	Discard
<i>Fruits & Vegetables</i>	-----	-----
Fruit juices, opened; canned fruits, opened fresh fruit	Keep	Discard after 6 hours
Baked potatoes	Keep	Discard
Fresh mushrooms, herbs, spices	Keep	Keep
Garlic, chopped in oil or butter	Keep	Discard
<i>Meat, Poultry, Seafood</i>	-----	-----
Fresh or left over meat, poultry, fish or seafood	Keep	Discard
Lunchmeats, hotdogs, bacon, sausage, dried beef	Keep	Discard
Canned meats (NOT labeled “Keep refrigerated after opening”)	Keep	Discard
Canned hams labeled “Keep refrigerated”	Keep	Discard

Utility Outages - continued

Mixed Dishes, Side Dishes	Food Still cold; held at 40 degrees F or above less than 2 hours	Held above 40 degrees F over 2 hours
Casseroles, soups, stews, pizza with meat	Keep	Discard
Meat, tuna, shrimp, chicken, egg, salad	Keep	Discard
Cooked pasta, pasta salads with mayonnaise or vinegar	Keep	Discard
Gravy, Stuffing	Keep	Discard
Pies, Breads	-----	-----
Cream cheese filled pastries and pies	Keep	Discard
Fruit Pies	Keep	Keep
Bread rolls, cakes, muffins, quick bread	Keep	Keep
Refrigerator biscuits, rolls, cookie dough	Keep	Discard
Sauces, Spreads, Jams	-----	-----
Mayonnaise, tarter sauce, horse radish	Keep	Discard if above 50 degrees F for over 8 hours
Opened salad dressing, jelly, relish, taco and barbecue sauce, mustard, catsup, olives	Keep	Keep

Utility Outages - continued

What frozen foods should you keep after a power outage?

<i>Meat and Mixed Dishes</i>	<i>Still contains ice crystals Not above 40 degrees</i>	<i>Held above 40 degrees F over 2 hours</i>
Beef, veal, lamb, pork, poultry, ground meat/poultry	Refreeze	Discard
Casseroles with meat, pasta, rice, egg or cheese base, stew, soups, convenience foods, pizza	Refreeze	Discard
<i>Dairy</i>	-----	-----
Milk	Refreeze, might lose some quality	Discard
Egg products	Refreeze, might lose some quality	Discard
Ice cream, frozen yogurt	Discard	Discard
Cheese (soft and semi soft), cream filled ricotta	Refreeze, might lose some quality	Discard
Hard cheese (Cheddar, Swiss, Parmesan)	Refreeze	Refreeze
<i>Fruits and Vegetables</i>	-----	-----
Fruit juice	Refreeze	Refreeze, discard if mold, yeast, smell or sliminess develops
Home or commercially packaged fruit	Refreeze, will change texture & flavor	Refreeze, discard if mold, yeast, smell or sliminess develops
Vegetable juices	Refreeze	Discard if above 50 degrees F for over 8 hours
Home or commercially packaged or blanched vegetables	Refreeze	Discard if above 50 degrees F for over 8 hours
<i>Fruits and Vegetables</i>	-----	-----
Flour, cornmeal, nuts	Refreeze	Refreeze
Pie crusts, bread, muffins, cakes (no custard fillings)	Refreeze	Refreeze
Cakes, pies, pastries with custard or cheese filling, cheese cake	Refreeze	Discard
Commercial and homemade bread dough		Refreeze, considerable quality loss

Utility Outages - continued

Personal Safety

Remember that ALL downed electric utility lines are assumed to be “live,” meaning they might still have electricity running through them.

- Do not under any circumstance touch or try to move these wires. Severe injury or death may occur.
- Report all downed wires to the electric company as soon as possible.
- Have a generator installed in your home by a licensed electrician for use during a power outage. If installed improperly, you could “energize” the line when you start your generator and electrocute the utility worker who is trying to restore your service by sending electricity “backwards” through the electrical lines connected to your house.
- Disconnect (remove the power plug from the wall receptacle) all sensitive equipment (TV, microwaves, etc.). This will insure that when the power does come back on the initial surge of electricity will not damage or destroy the equipment. Leave a light in the “on” position in the room or rooms you are in. When the power comes back on you will know right away.
- If you need to leave your home because of the lack of utilities, follow the **Evacuation** information (page 12) in this booklet.
- If an electrical power line falls on your car and traps you inside, do not attempt to exit the car unless it is on fire. Remain calm and wait for emergency personnel and warn people to stay far away from the car. Ask them to telephone 911 and the local electric utility for help. If you must exit the vehicle because of fire or other danger, use extreme caution. When exiting the vehicle, JUMP away from the vehicle so no part of you touches the vehicle and ground at the same time. Land with both feet together. Once you have landed on two feet, walk away from the vehicle by shuffling your feet, with your feet close together to minimize the path of the electric current and to avoid the possibility of electric shock.



Winter Safety (Snow and Ice)

History has proven that winter storms can be a serious concern to both personal wellbeing and property. The combination of low temperatures with blowing snow and ice can make for extremely dangerous conditions. Planning and preparing for a storm will make the difference between a good outcome and an outcome that is not so good!

- Start with winterizing your home. Seal all holes and cracks to prevent any heat loss. Insulate your attic floor with insulation (cover the complete depth of the floor lumber) and walls if you can. Caulk and seal all windows. Replace all broken or defective glass.
- Have your heating system checked and serviced by a professional. A working fireplace must have the chimney checked and cleaned yearly.
- Do not use charcoal inside your house even for temporary heat. Charcoal produces deadly carbon monoxide gas that can kill you.

Make sure if you purchase small portable heaters such as kerosene or propane heaters, you check with the Fire Department to make sure they meet code. Proper installation is a must.

When venturing OUTDOORS:

- Dress warmly, with loose fitting clothing, in layers with water repellant outer clothing. Wear a warm hat and good quality gloves when venturing outside.
- Remember to cover your mouth and nose with a scarf.
- Keep dry.
- Don't over extend yourself physically with snow removal. This can be very strenuous, especially if you have a heart condition. Check with your doctor prior to engaging in this activity. When you need to remove snow yourself, remove it in small amounts instead of waiting until all the snow falls and in short periods of time. Take frequent breaks.
- Stretch before participating in heavy exercise.
- Keep hydrated. Drink non-alcoholic liquids.
- If you feel unusually cold return immediately to a warm environment indoors and seek immediate medical attention. This could be due to Frostbite* or Hypothermia**.
- Cover exposed skin from the elements such as wind and cold.

Note: Let people know where you're planning to go outside and your estimated return time.

***Frostbite** is when the temperature of your skin is so low (because of exposure to low temperatures), it begins to freeze, which can result in partial and or permanent damage. Signs of frostbite include a numb feeling and a white or pale appearance in the fingers, toes, nose and/or ear lobes. Seek immediate medical attention.

****Hypothermia** is defined as a core or internal body temperature of less than 95°F (35°C). Anyone exposed to cold temperatures, whether for work or recreation, may be at risk of becoming too cold. Signs of Hypothermia include slow speech, shivering uncontrollably, drowsiness and exhaustion. Seek immediate medical attention.

Family Emergency Health Information

Name	DOB	Blood Type	Allergies	Physician	Medical Conditions	Current Medications and Dosage

Family Contact Information

Family Member	E-Mail	Work Phone	Home Phone	Cell Phone

Emergency Contact Person (Outside of the Town)*

Person* Central Call Relation	E-Mail	Work Phone	Home Phone	Cell Phone

*A designated person with whom all family members are familiar and know how to contact. This person is outside the affected area, possibly in another state. This central call person will be contacted by ALL family members reporting their condition and status so other family members will know they are well.