

Are YOU Ready?



Provided by



Westport Weston Official Emergency Preparedness Guide

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Forms and checklists available on websites

www.westportct.gov • www.weston-ct.com • www.wwhd.org

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THINK SAFETY AND PREPARE NOW

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. In such situations, town officials and relief workers will be on the disaster scene, but might not come to your immediate rescue. Help and repair to damaged utilities may take hours or days to reach your home. When a disaster strikes, you might not have time to get ready so **THINK SAFETY** and **PREPARE NOW!**

Families can cope with disasters by preparing in advance and by working together as a team. Follow the steps listed in this brochure to create your family's disaster plan. It will instruct you to

gather important information and documents, gather and store emergency supplies, and assure that they are readily accessible if you need to evacuate from your home or shelter in place.

During an emergency, stay tuned to local radio and television stations for information and direction. Check and update your plan, ready-to-go bags and kits, and documents twice yearly. Make sure they are complete, easy to reach, and ready to go at all times.

Your ALL-HAZARD Household Emergency Plan

Your plan should outline what to do, what you need, how to find each other, and how to communicate in an emergency. Go over the following list and determine how you can take control of an emergency.

Exit Routes: Know and practice all possible exit routes from your home and neighborhood.

Meeting Place: Identify two places for your household to reunite after an emergency. The first should be right outside your home. The second should be outside your neighborhood, such as a library, fire station, community center or place of worship. Everyone in your household should know the street address, e-mail address, and phone number

of your second meeting place.

Contact Person: Designate an out-of-state friend or relative who household members can call if they become separated during an emergency.

Relevant Emergency Plans: Familiarize yourself with emergency plans for your workplace, schools or day care, and other relevant institutions.

Special Needs: Consider any special needs of children, elderly, people with disabilities, and non-English speakers.

Pets: Consider the care and needs of your family pets.

Transportation: If leaving your

immediate area is necessary, plan how you and your household members will travel.

Utilities: Ensure that responsible family members know how and when to turn off the water, gas and electricity at the main switches or valves.

Copies of Plan: Ensure that household members have a copy of your household emergency plan.

Emergency Information: Identify and assemble important documents in one place.

Practice: Schedule and practice your plan with all household members at least every six months.

PREPARE TO EVACUATE

In some cases, it may be necessary to evacuate your home or neighborhood. Town officials will use local media to tell you if and when to evacuate and to give directions. Some emergencies may require that you leave your home and travel to a safe location. Are YOU Ready?

ASSEMBLE AN EMERGENCY READY-TO-GO BAG AND KEEP IT IN AN EASILY ACCESSIBLE LOCATION

This is a collection of items you may need in the event of an evacuation. These items should be packed in a sturdy, easy-to-go carry container such as a backpack or suitcase on wheels.

Ready-to-Go Bag

- Copies of important papers in a waterproof and portable container; these should include your family medical records, birth certificates, insurance information, banking information, Social Security cards and photo IDs
- Extra set of car and house keys
- Credit and ATM cards
- Cash in small denominations (\$50 to \$100)
- First-aid kit
- Flashlight, battery-operated AM-FM radio, and extra batteries (or wind-up radios that do not require batteries)
- A sturdy pair of shoes, a change of clothes, lightweight rain gear, and a Mylar or thermal blanket for each person
- Necessary medications for at least one week, and a list of each family member's medications and dosages, pharmacy and prescribing physician
- Special care items or supplies needed by a family member
- Nutritious snacks and bottles of water

ASSEMBLE AN EMERGENCY CAR KIT AND KEEP IT IN YOUR CAR

Car Kit

- First-aid kit
- Flashlight
- Whistle
- Jumper cables
- Flares
- Battery radio with extra batteries, or crank radio that does not require batteries
- Cell phone charger
- Emergency numbers

Disaster Shelter Guidelines:

- Towns have designated shelter sites for various types of emergencies.
- Local officials will inform you when sheltering is necessary and where to go.
- If you can, try to seek shelter with friends or relatives outside the affected area.
- Shelters provide basic food and water.
- Alcohol, firearms, and illegal substances are not allowed in shelters.
- Bring your ready-to-go bag.

GATHER IMPORTANT DOCUMENTS

During an emergency is not the time to look for important papers and records. Gather personal and business documents now and make copies of everything! Store one set of copies in a fireproof safe or file cabinet so that the papers are easily accessible

to add to your ready-to-go bag. Keep information up to date. Helpful forms and checklists are available at the Westport Weston Health District and www.wwhd.org.

Suggestions to protect documents

- Store a set in an off-site safety deposit box.
- Mail a copy of your legal documents to your attorney with a letter of authorization allowing it to be opened in the event you become incapacitated.
- Make backup copies of records stored on your computer.
- Download records onto disks and store in a safety deposit box, or on a flash memory key that you can carry with you.
- Take photographs or video of valuables and store with documents.

Documents

(for each family or household member)

- Emergency contact list
- Birth certificates/adoption papers
- Social Security cards
- Marriage license
- Military ID/discharge papers
- Health insurance cards
- Medical records (conditions, medications, immunizations and allergies)
- Bank account documentation
- Credit card account information
- Financial obligations (mortgages, loans and other payments)
- Insurance policies (life, property and auto)
- Auto registration/ownership papers
- Naturalization documents
- Power of Attorney
- Passport
- Previous-year tax records
- Family photos
- Stocks and bonds



PREPARE TO SHELTER IN PLACE

When evacuation is neither appropriate nor possible, such as in a severe winter storm or an infectious disease outbreak, you may be asked to stay where you are. Stay tuned to local radio or television stations for information and direction. Prepare and store enough supplies in your home to survive on your own for at least one week.

If you are advised to shelter in place, you may be directed to:

- take shelter in a room that has few doors or windows
- seal all doors and windows
- turn off ventilation systems
- limit use of phones
- turn off utilities
- limit exposure to prevent spread of infectious disease

Emergency Supplies

Keep these materials in an easily accessible, separate storage for emergency use only.

- One gallon of drinking water per person per day
- Nonperishable, ready-to-eat canned and packaged food
- Manual can opener, all-purpose knife, scissors
- Flashlight, battery-operated AM/FM radio and extra batteries
- Phone that does not rely on electricity (landline or analog phone)
- Battery-operated alarm clock
- Whistle, signal flare
- Waterproof matches
- Duct tape and plastic sheeting
- Shut-off wrench, pliers, shovel
- Sturdy shoes, heavy gloves, warm clothes, Mylar or thermal blanket, and lightweight rain gear
- Personal hygiene items
- Special care items needed by any family members
- Paper towels, tissues, toilet paper
- Hand sanitizer
- Box of disposable nonlatex gloves
- Box of face masks (N95)
- Cold and cough medicine
- First-aid kit and thermometer
- Heavy plastic bags and ties
- Bleach and other disinfectant cleaning supplies
- Medium-sized buckets with tight lid
- Paper, pens, pencils, books, games

INCLUDE CHILDREN IN EMERGENCY PLANS

Include your children in planning for an emergency. Teach them how to get help and what to do in different situations. Talk to them about sheltering in place and evacuation plans. Practice your household emergency plan with your children and quiz them about preparedness information at least every six months.

Every child should know:

- family contact information for use in an emergency
- not to touch wires lying on the ground or hanging from poles
- how to identify the smell of gas: tell them that if they smell gas, they should tell an adult and leave the building
- how and when to call 911

Gather information about your child's school or day care facility:

- Find out what your child's school does in the event of an emergency and know their emergency plans.
- Find out where you can pick up your child during an evacuation.
- Ensure that the school has up-to-date contact information for you and at least one other relative or friend.
- Find out how you can authorize a friend or relative to pick up your child in an emergency.
- Ensure that a caregiver has a signed letter of authorization for emergency medical treatment for each child.

PREPARE A READY-TO-GO BAG WITH EACH CHILD AND INCLUDE BOOKS, TOYS AND SOME GAMES.

THE MOST ASSISTANCE YOU CAN PROVIDE A CHILD IS TO BE CALM, HONEST AND CARING.

PLAN FOR FAMILY MEMBERS WITH SPECIAL NEEDS

If you are someone with disability or special needs, consider how this may influence your emergency plans and supplies.

Pre-register with the Westport Weston Health District.

If you or a loved one will need assistance to evacuate from your home in an emergency, pre-register on the Westport Weston Health District Emergency Evacuation List. This list is maintained in a confidential manner and will be used by emergency planners and first responders during an emergency only. Be prepared and pre-register by calling **227-9571** or visit **www.wwhd.org**.



Prepare to evacuate and shelter a person with special needs

- Include the person with the disability and his or her care providers in the planning process.
- Create a network of neighbors, friends and relatives for aid in an emergency.
- Evaluate capabilities, limitations, needs and surroundings to determine if and what type of support may be needed in an emergency.
 - Hearing-impaired individuals may need to make special arrangements to make sure they receive emergency warnings.
 - Mobility-impaired individuals may need assistance to get to a shelter or to evacuate from buildings; elevators will not work during power outages.
- Keep a 7- to 14-day supply of necessary medications on hand at all times. Make provisions for medications that require refrigeration.
- Keep a record of medical conditions, medications and dosages, allergies, medical insurance, pharmacy and physicians.
- Keep a list of the type and model numbers of medical devices.
- Keep specialized items ready, including extra wheelchair batteries, oxygen, catheters, service animal supplies and any other needed items.
- Make sure service animals are registered and have a service tag.
- Store adequate foods for special dietary needs.
- Contact and register with utility companies to receive priority consideration or for amplified or enhanced equipment.
- Contact service or equipment providers to obtain backup supplies to be used during emergencies.

MAKE PLANS FOR HOUSEHOLD PETS

Pet owners should plan ahead and include care of their pets in their household disaster plan. Service animals that assist people with disabilities are the only animals allowed in Red Cross shelters. It may be difficult to find arrangements for your pets in the midst of a disaster, so plan ahead and be prepared. Local animal shelters may be overburdened caring for animals they already have as well as those displaced by a disaster.



Make a Plan For Pets

- Make sure each pet wears up-to-date identification. Emergency contact numbers should include an out-of-region contact.
- Know your pets' hiding places so that you can easily find them in times of stress.
- Ask a neighbor, friend or family member if they will look after your pets if you cannot return home due to a disaster.
- Arrange with friends or relatives outside the area for accommodations in an emergency.
- See if your veterinarian, boarding facility or groomer provides shelter for animals during an emergency.
- Know which hotels/motels in the region will accommodate pets.



Pet Survival Kit

- Assemble copies of pet information in a water-resistant bag
 - Vet name and contact information
 - Copy of veterinary records
 - Copy of license numbers
 - Recent photo
- Pet carrier or cage, with bed or pad
- Leash/muzzle/harness
- Pet food and water – enough to provide for your animal(s) for at least a week
- Medications
- Bowls, plastic clean-up bags, litter box and litter supply
- Can opener



MAINTAIN YOUR EMERGENCY SUPPLIES

It is important to maintain your supplies so that they are safe to use when needed. Re-think your needs every year and update your supplies as your household needs change.

- Keep canned and nonperishable foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed containers to protect them from pests and to extend shelf life.
- Place new items at the back of storage area and older ones in front.
- Change stored food and water supplies every six months; write date stored on all containers.
- Discard expired foods, damaged or bulging cans.

Emergency Water Supply

It is a good idea to store bottled water. If authorities determine that there is a concern about drinking water quality, you will be

advised of what actions to take. In some cases, you may be told not to use the water for cooking or drinking unless treated. In

extreme cases, you may be told not to use the water for handwashing, bathing, cooking or drinking.

Managing Food Supply During an Emergency

- Thawed food usually can be eaten if it is still “refrigerator-cold.” If in doubt, toss it out.
- Discard any food that has been at room temperature for more than two hours.
- Discard any perishable food that has unusual odor, color or texture.
- Discard any food that has come into contact with contaminated floodwater.
- Keep garbage in closed containers and dispose outside, burying if necessary.

SOLUTIONS TO COMMON EMERGENCY PROBLEMS

If there is a power outage:

- Call the CT Light & Power (CL&P) 24-hour hotline **1-800-268-2000**. Hearing or speech impaired should call **1-800-842-0010** using a TTY/TDD telephone.
- For Westport power outage updates call **22 POWER** or **227-6937**.
- Disconnect or turn off all appliances that would otherwise go on automatically when service is restored. If several appliances start up at once, they may overload the electric circuits.
- Keep refrigerator and freezer doors closed as much as possible in order to prevent food spoilage.
- Never touch or go near downed power lines, even when you think they are safe.
- Keep battery-operated radio on for updates on the restoration process.
- Do not burn charcoal indoors and do not use kitchen gas range or grill to heat rooms as this may lead to fire or hazardous air condition.
- Do not use emergency generators indoors. Without proper ventilation, they create deadly carbon monoxide.

If your phone service is disrupted:

- Cordless phones may lose service during a power outage. It is a good idea to have a household phone that does not rely on electricity (landline or analog).
- If you lose phone service, use a cell phone, and call your provider to report the outage.
- Depending on the severity of the event, cell phone service may be unavailable. Try text messaging as an alternative.

If you smell gas:

- Do not smoke or light lighters or matches. If odor is very strong, do not use your phone or operate any light switches or electrical devices. Any spark could cause a fire.
- Open windows.
- Evacuate immediately and call 911.

Water and sewer-related problems

- If you see water coming up from the ground or suspect a water main break, call Aquarion at **203-445-7310** or **1-800-732-9678**.
- If you are on public water supply and have no water or very low water pressure, call Aquarion at **203-445-7310** or **1-800-732-9678**.
- If you have a well, store additional bottled water for use during a power outage.



Westport Weston Health District

If you would like additional information, guides, or forms and checklists to help with your emergency planning, please visit the

**Westport Weston
Health District
180 Bayberry Lane
Westport, CT 06880**

www.wwhd.org

or call **227-9571**

IMPORTANT CONTACT INFORMATION

WESTPORT

Town Hall: **341-1000** or www.westportct.gov
Fire Dispatch Center: **341-5010**
Police Dispatch Center & Animal Control: **341-6000**
Emergency Management: **341-5000**
Disaster Information: **454-6199**
Power Outages Updates: **22-POWER (227-6937)**
Human Services: **341-1050**
School Information Line: **341-1766**
Town of Westport: Channel **79**

WESTON

Town Hall: **222-2656** or www.weston-ct.com
Dispatch Center (Police, Fire, EMS, Animal Control): **222-2600, 222-2666**
Emergency Management: **222-2633**
Disaster Information: **454-1161**
Social Services: **222-2663**
School Information Line: **291-1463**
Town of Weston: Channel **79**

WESTPORT WESTON HEALTH DISTRICT 227-9571 or www.wwhd.org

LOCAL RESOURCES

Aquarion Water Co.: **203-445-7310** or **1-800-732-9678**
CL&P: **1-800-286-2000** or www.cl-p.com
Local Emergency Radio: **WWPT 90.3 FM**
Local Cable Television: **News 12**
American Red Cross: **1-877-733-2767**
Local Chapter: **1-800-319-9935** or www.midfairfieldredcross.org
National Capital Poison Center: **1-800-222-1222** or www.Poison.org

STATE OF CONNECTICUT

- Office of Emergency Management & Homeland Security: www.ct.gov/demhs

U.S. GOVERNMENT

- U.S. Centers for Disease Control & Prevention: **1-800-311-3435**
or www.cdc.gov
- U.S. Department of Energy: **1-800-DIAL DOE (1-800-342-5363)**
or www.energy.gov
- U.S. Environmental Protection Agency: **1-800-424-8802** or www.epa.gov
- FEMA publishes a detailed guide *Are You Ready? A Guide to Citizen Preparedness*.
1-800-480-2520 or www.fema.gov/library
- U.S. Department of Homeland Security: **1-800-BE READY (1-800-237-3239)**
or www.ready.gov
- National Weather Service: www.weather.gov