

The background of the slide is a close-up, slightly blurred image of the American flag, showing the stars and stripes. A white rectangular box is centered on the slide, containing the text.

# Winnebago County Sheriff's Office

## P.R.E.P.A.R.E.

Personal Readiness for  
Emergency Planning and  
Response Efforts

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## **A MESSAGE ABOUT PUBLIC SAFETY FROM SHERIFF GARY CARUANA**



Several years have passed since the tragedy of September 11, 2001. From the ashes has risen the national concept of “Homeland Security”. The Winnebago County Sheriff’s Office continues to prepare for and remain vigilant to the potential threat of terrorism. We actively seek out and update training, equipment and resources so that we can provide the highest level of protection that our citizens deserve.

Community members often ask if it is necessary to remain prepared. After all, several years have passed by safely. The answer is an emphatic “YES”. Verbal acclamations of horrific things to come are spewed on a daily basis by those who seek to harm and hold us prisoners of fear and anxiety.

This publication includes updated information and suggestions for emergency preparedness in our homes, neighborhoods, schools, workplaces, places of worship and public areas. This department utilized the resources provided by the National Crime Prevention Council as well as other law enforcement agencies who provide Homeland Security Information to their communities. Our continuing goal is to help you learn how to make emergency preparedness a part of your daily life and improve your neighborhoods and communities in the process.

## Family Emergency Contact Information

Fill in important family contact information. Keep one copy by the phone and place one in each family member's wallet.

<b><i>FAMILY EMERGENCY CONTACT INFORMATION</i></b>	
NAME:	_____
<b>Out-of State Contact</b>	
Name:	_____
City:	_____ State _____
Telephone (day)	_____ Evening _____
<b>Local Contact</b>	
City:	_____ State _____
Telephone (day)	_____ Evening _____
<b>Nearest Relative</b>	
Name:	_____
City	_____ State _____
Telephone (day)	_____ Evening _____
<b>Family work Numbers</b>	
Father	_____ Mother _____
Other	_____
<b>Family Physician</b>	
Name:	_____ Phone _____
Medical Insurance	_____
Medical Alerts/conditions	_____
<b>Evacuation and Reunion Location</b>	
Right outside your home	_____
Away from the neighborhood	_____
Alternate telephone number	_____

## ***Reporting Emergencies***

### **Call 9-1-1 When You . . .**

- See fire.
  - Smell smoke or gas.
  - See or hear an explosion
  - See or have a need for medical assistance
  - See a suspicious person enter/leave a secured area.
  - See a person with a weapon.
  - See a suspicious package in a public area.
  - See someone being forcibly detained or taken.
- Or anytime you see or become aware of an immediate threat to life and/or property

### **When Calling 9-1-1, Be Prepared to Answer These Questions**

- What is the address where the incident occurred?
- Is the location a house, apartment or business?
- What address are you calling from?
- What is your name?
- What is your phone number?
- When did the incident occur?
- Can you describe the suspect (if applicable) (*race, sex, age, height, weight, hair glasses, clothing, etc.*)
- What was the suspect's mode of travel? (*on foot, bike, vehicle, cab, etc.*)
- Did the suspect have a weapon—what type? (*revolver, semi-automatic pistol, knife, pepper spray, etc.*)
- Where was the suspect when you last saw him/her and which direction did they go? (*north, south, east west, etc.*)

### **If It Is Safe To Do So . . .**

#### **Observe the Vehicle**

Make/model/color  
Approximate year  
Body style  
Anything unique  
Tag number and state

#### **Observe the Suspect**

Observe without staring  
Start at the top of the head  
The more detail the better  
Note unique features  
Write down details

Call takers cannot send help if they do not know where you are located.  
Take a moment to find out the location from where you are calling.

## **Emergency Alert Systems (EAS)**

An Emergency Alert System (EAS) is a warning system to provide the public with immediate messages that affect life and property. The system allows for information to be issued to the public by radio, television and cable facilities. An EAS warning may be issued for only a few blocks, a large section of the city, county, region, several states or the entire nation. The EAS can carry national, state or local emergency warnings. All radio, television and cable facilities are required, by law, to issue federal warnings of natural or manmade emergencies. State and local emergency warnings, however, are broadcast on a voluntary basis.

### ***IF DISASTER STRIKES NEARBY***

- Remain calm and be patient.
- Follow the advice of local emergency officials.
- Listen to your radio and television for news and instructions.
- Check for injuries
- Give first aid and get help for seriously injured people.
- Check for damage using a flashlight. Do not use candles or turn on electrical switches
- Check for fire and other potential hazards
- Sniff for gas leaks, starting with the water heater

### ***IF YOU ARE ADVISED TO SHELTER IN PLACE***

You may be advised by local officials to remain in your home or office (“Shelter in Place”) and protect yourselves there.

- Bring pets inside.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems
- Close the fireplace damper
- Locate your home disaster supplies kit (insert here what page this list is on) and make sure the radio is working
- Go to an interior room with the fewest windows/doors that is above ground level.
- Use duct tape to seal all cracks around the door and any vents in the room.
- In a chemical emergency, wet towels and jam them in the crack under the doors. Use painting drop cloths or plastic garbage bags to cover windows, outlets and heat registers
- Stay away from the windows
- Stay tuned to the radio until you receive further instruction.

*At the time of an emergency, items needed to SHELTER IN PLACE will quickly be in short supply and there may not be time to run out to obtain the items you need. It is a good idea to inventory what supplies you have and where they are stored. See page #for more details about “shelter in place”.*

### ***IF YOU ARE ADVISED TO EVACUATE***

If local authorities ask you to leave your home, they have good reason to make this request and you should heed their advice immediately. Listen to your radio or television for instructions. You will be directed to a specific location. Keep these tips in mind:

- Wear long-sleeved shirts, long pants and sturdy shoes.
- Take your disaster “bug out” kit (see “Preparing for an Emergency”).
- Coordinate with your childcare provider.
- Prepare to relocate you pets.
- Turn off electricity, water and propane gas service, but leave natural gas on (unless instructed otherwise).
- Secure your valuables.
- Use travel routes specified by local authorities – do not use “shortcuts” and car pool when possible.
- Stay away from downed power lines.

### ***MULTI-FLOOR BUILDING EVACUATIONS***

**In the event of an emergency in a building with multiple floors:**

- Follow the emergency evacuation plan for that building, and leave the area quickly
- Test the doors for heat before opening.
- In the event of a fire – never use elevators.
- Use the nearest fire and smoke-free stairwell.
- Stay low and crawl under the smoke.

**If you are trapped in the building:**

- Stay calm and go to a room with outside windows and a telephone
- Stay where rescuers can see you, and wave a light colored cloth
- Open the windows – but close them if smoke rushes in.
- Stuff clothing or newspapers around door cracks.
- Provide assistance to others.

### ***IF YOU ARE CAUGHT AT THE SCENE OF A HAZMAT INCIDENT***

A **hazardous material (HAZMAT)** is any substance capable of causing harm to people, animals, property or the environment. A HAZMAT incident is an actual or potential accidental or purposeful release of a hazardous material. Communities located near chemical manufacturing plants are particularly at risk. However, hazardous materials are transported on our roads, rails and waterways daily, so any area is considered vulnerable to an accident.

- If you see an incident, call 9-1-1.
- Move uphill, upwind and upstream of the incident
- Do not walk in or touch any spilled substance
- Avoid inhaling gases, fumes or smoke, and if possible, cover your mouth with a cloth while leaving.
- Have the fire department decontaminate you (if you are exposed) before you leave.

## GET A KIT

When preparing for a possible emergency situation, it's best to think first about the basics of survival: **fresh water, food, clean air and warmth.**

### Recommended Items to Include in a Basic Emergency Supply Kit:

- **Water** – one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food** – at least a three day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- **First aid kit**
- Whistle to signal for help
- **Dust mask** to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

### Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for you pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- Sleeping bag or warm blanket for each person.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes, coats and sweaters
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



## Preparing for an Emergency

Being prepared for an emergency before disaster strikes involves learning as much as you can and making plans to act. Reading this booklet and following the tips is a good start. Continue to educate yourself by keeping up with current events.

### HOW TO PREPARE AT HOME

#### General Emergency Preparedness

- **Make a list of local emergency service numbers.** Keep a copy of this list by the phone and for each family member's wallet.
- **Write down family contact information.** Make copies of the form in the front of this booklet and fill in family contact information. Keep one copy by the phone. Provide a copy for each family member.
- **Make a neighborhood directory and plan.** Include emergency contact information and plans for children and seniors who may be home alone during emergency situations. Identify neighbors who need additional help, such as young children, seniors and those with disabilities and develop a plan to assist them in an emergency.
- **Make your house easy to find.** Make sure your street address number is large and well lit so that emergency personnel can find your home quickly. Consider posting your address on the back of your home.
- **Organize a 'Home Disaster Supply Kit'.** You may be asked to "shelter in place" for one or more days. Prepare a home disaster supply kit that you can organize quickly. Store items in easy to carry containers such as a backpack or duffle bag. Check batteries, change the stored water and rotate the food supplies every six months.
- **Organize a separate "Bug Out Kit".** Include items that you would need if you were asked to "evacuate" your home. In such an instance you do not need to include water or food-related items (unless you have special dietary needs). Do include extra clothing, cash, credit cards, prescriptions, eye glasses and personal items.

#### Emergency Evacuation Plans

- **Develop and practice a home evacuation plan.** Know what to do if you are instructed to evacuate your home or community. Every child and other member of your family should know at least two ways (if possible) to get out of your home in case of fire or other emergency. If you live in an apartment, know the evacuation plan. Agree on a place nearby to meet once everyone gets out.
- **Plan how to take care of your pets.** Remember that with the exception of guide dogs, shelters usually do not allow pets.
- **Learn to shut off utilities such as electricity, water and propane.**

## **Shelter-in-Place**

Sheltering-in-Place is a method of protection that uses the structure you live or work in to shield you from chemical or biological agents if released.

### ***Why Shelter-in-Place?***

Citizens may be asked to shelter in place because the conditions of the emergency are not conducive to evacuation. By being told to shelter-in-place and stay in your location, emergency officials are not compromising your safety. It is often better to stay in a location than to evacuate. One crucial factor is time. It is better to shelter-in-place than to cause a panic by issuing a general evacuation order that may cause chaos. Weather patterns may affect the spread of an airborne agent and may require a more immediate evacuation of some areas while others would only need to take the precaution of sheltering-in-place.

### ***Preparing Your Shelter***

Choose an interior room in your home or business and designate it as your “safe room”. An interior bathroom with few or no windows is recommended because of the limited ability for air to seep into the room.

Avoid using a basement as a “safe room”. Some chemical agents may be heavier than air and seep through the basement foundation.

Once your “safe room” is chosen, cut sheets of plastic out in dimensions that would cover all doors, windows and vents and label them. In an emergency, pre-cut covers will speed the sheltering process and eliminate confusion.

Place your emergency supply kit near or in the “safe room” for ease of access.

Familiarize yourself and family members with the room and procedure. Give each family member a job during practice exercises.

### ***Sheltering***

Quickly move all people and pets indoors.

Shut all windows in the house. Turn off all heating, cooling and ventilation systems. Close fireplace dampers.

If your eyes, nose or throat become irritated, protect your breathing by covering your mouth with a damp cloth. Take frequent, shallow breaths and stay calm.

Close all vents, doors and windows in the safe room. Seal all with plastic sheeting and duct tape. Seal the bottom of doors or windows with rolled up wet towels.

Tape areas where pipes or wires enter the room.

Listen to your battery powered radio or television for the “all clear” signal.

### ***Leaving Your Shelter***

Wait for the “all clear” signal before leaving

Open all windows in the house and turn on all ventilation systems. This process speeds air circulation and removes possible contamination that has seeped into the structure.

Check on neighbors and relatives.

\*Resource – Illinois Homeland Security

## ***HOW TO PREPARE YOUR FAMILY***

Make sure every family member knows what to do in the event of an emergency.

- **Teach them to stay in touch.** Make it a rule for your children to check in with a parent or guardian immediately when they get home from school or other activities.
- **Make sure they know how to contact you at work.**
- **Make sure your children know their phone number and address.** Include nearby cross-streets and landmarks.
- **Work with neighbors to find places that are safe for children and teens to go in an emergency.** These places might include a friend's house, fire or police station, library or place of worship. The best place for a child during a crisis may very well be the school where they are supervised and protected from outside hazards. Make sure your children know the phone numbers and addresses of their safe havens.
- **Talk to your child about how and when to call 9-1-1**
- **Teach your children and teens how to be safe.** Tell them to seek help immediately from a teacher, law enforcement officer or other security personnel if they overhear classmates threatening to hurt themselves or others.

## ***CHILDREN AND DISASTERS***

Disasters are traumatic for children even if they know what to do. During a disaster, your family may have to leave your home and daily routine. Children may become anxious, confused and/or frightened. It is important to give children guidance that will help them reduce their fears. In a disaster, children will look to you and other adults for help. How you react to any emergency gives them clues on how to act. If you react with alarm, a child may become more scared. They will see your fear as proof that the danger is real. If you seem overcome with a sense of loss, a child may feel their losses more strongly. Raw footage of disasters and people's reactions to the events can be very upsetting to children. It is not generally recommended that children watch television news reports about such events especially if the images are shown over and over. Immediately after a disaster, try to reduce your child's fear and anxiety. Keep the family together. Calmly and firmly explain the situation. Encourage children to talk and include them in the recovery activities.

### **Kids Activity Survival Kit**

May we suggest you pack:

- A few favorite books and toys
- Crayons, pencils and plenty of paper
- Scissors & glue, board games
- Favorite stuffed animal, blankets or pillows
- Pictures of family pets

## INDIVIDUALS WITH SPECIAL NEEDS

If you or someone close to you has a disability or a special need, you may have to take additional steps to protect yourself and your family in an emergency.

<b>Disability/Special Need</b>	<b>Additional Steps</b>
Visually impaired	May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster
Hearing impaired	May need to make special arrangements to receive warnings
Mobility impaired	May need special assistance to get to a shelter
Single working parent	May need help to plan for disasters and emergencies
Non-English speaking persons	May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed.
People without vehicles	May need to make arrangements for transportation
People with special dietary needs	Should take special precautions to have an adequate emergency food supply.
People with medical conditions	Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment
People with mental disabilities	May need help responding to emergencies and getting to a shelter
People with dementia	Should be registered in the Alzheimer's Association Safe Return Program

**Check for hazards in the home.** During and right after a disaster, ordinary items in the home can cause injury or damage. Anything that can move, fall, break or cause fire is a home hazard. Check for items such as bookcases, hanging pictures or overhead lights that could fall in an earthquake or a flood and block an escape path.

## ***PREPARING YOUR PETS***

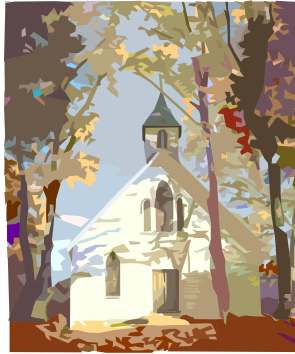


It is important to keep in mind that emergency shelters may not allow pets – even if they are crated. You should have an alternate plan. The American Kennel Club does not recommend that pets be left behind under any circumstances – but if you have absolutely no alternative, ensure that they have plenty of food and water available and post your evacuation destination in a prominent place (like a refrigerator). Also, post a visible advisory on your front door so that emergency workers will know there is a pet inside waiting to be rescued. Again, with the exception of guide dogs, shelters usually do not allow pets.

It is recommended that you pack at least a 3 day supply of essentials for each of your pets. They can be packed in a box or kept nearby for quick packing. The American Kennel Club suggests:

- Pet's normal food (and can-opener if needed) and plenty of water.
- Food and water bowls, blankets and towels
- Favorite toys
- Plastic "pick up" bags.
- Leash and collar with identification tag attached
- Rabies vaccination certificate and tag.
- Photocopy of AKC papers (if applicable) and short record
- Veterinarian's name, address and phone number
- Pet first aid kit and any medications your pet may need.
- Crate

## ***PREPARING AT PLACES OF WORSHIP***



Places of worship supply a valuable support network and an opportunity to share information about preparedness.

- Learn about evacuation plans and security measures at your place of worship. Select a place nearby to meet up with your family members if you are separated during an emergency.
- Find out if your place of worship could be used as a shelter in an emergency. If so, organize a group to collect blankets, pillows, water, food, first aid supplies and other emergency needs. Help ensure that your congregation knows about the plan.
- Organize relief measures to help provide food, shelter, clothing and medicine in an emergency. You can also make plans to help those outside of your congregation. Ask others to volunteer their skills in medical care, child care, cooking, construction or organization and bring them together to talk about where to report and what to do in an emergency.
- Hold meetings to discuss and share the information you have learned about preparedness.



## ***HOW TO PREPARE AT WORK***

### **GENERAL EMERGENCY PREPAREDNESS**

An emergency can happen anytime. You and your co-workers should know what to do if an emergency happens at work. Even if you think you are not in a disaster-prone area, something like a chemical tanker truck overturning or a flood can prevent you from getting to or from work. No business should operate without a disaster plan. If you are a business owner, developing a business disaster plan, consider how the disaster could affect your employees, customers and the workplace.

### **EMPLOYEES SHOULD:**

- Know the post-evacuation meeting location, and learn and practice the emergency plans.
- Know at least two exits from each room (if possible), and be able to escape in the dark by knowing, for instance, how many desks or cubicles are between your workstation and two of the nearest exits.
- Know the location of fire extinguishers and how to use them.
- Keep a copy of co-workers phone numbers at home, and make a list of important personal numbers. Keep a printed list at your desk or near other phones.
- Gather personal emergency supplies in a desk drawer. Include a flashlight, walking shoes, dust mask, water bottle and non-perishable food.
- Report safety system damage or malfunctions.
- Never lock or block fire exits or doorways, and keep fire doors closed to slow the spread of smoke and fire.
- Make specific plans to help each other. Determine how you will help each other in the event that public transportation is shut down or thoroughways are impassable.

### **EMPLOYERS SHOULD:**

- Ensure that an emergency plan is developed and practiced at least every six months
- Make specific plans for employees who are disabled or who may require assistance during an emergency.
- Put together an office phone tree. Develop a list of everyone's home phone numbers and who is responsible for making each contact. Provide a copy to each employee
- Keep a phone list of all key employees with you at all times.
- If you have a voice mail system, designate one remote number on which you can record messages for employees and provide them the number.
- Arrange for programmable call forwarding for your main business lines.
- Leave keys and the alarm codes with a trusted employee or friend in case you cannot get to your facility.

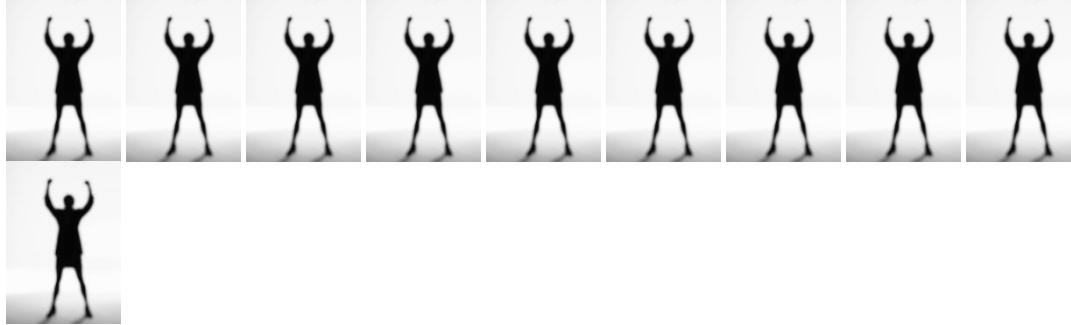
- Purchase a NOAA Weather Radio with a tone alert system.



## ***HOW TO PREPARE IN YOUR COMMUNITY***

- **Be alert.** Get to know your neighbors. Be aware of unusual or abandoned packages or vehicles and of suspicious activities that should be reported to the police.
- **Develop a list of emergency services and their phone numbers and address.** Include shelters, food banks, police and fire departments and distribute the list to your neighbors.
- **Find out about community emergency plans.** What plans do your schools have in place? What plans are in place where you work?
- **Make sure schools and workplaces have updated emergency contact information for your family.** Include a cell phone number if you have one.
- **Check on the school emergency plan for any school aged children you have.** You need to know if your children will be kept at school until a parent or designated adult can pick them up or sent home on their own.
- **Make a plan to meet up with family members if an emergency happens while your family is separated.** Establish an out of town contact, such as a friend or relative, to whom everyone can call and report. Make sure the contact agrees and that everyone has the number and knows how to dial it. Consider prepaid calling cards and emergency contact lists for your children. Identify places to meet both close to home and some distance away.
- **Plan for what you may need if you are away from home during an emergency.** Keep water, a blanket and non-perishable food in your car. Always keep at least half a tank of fuel. Remember that if electricity is interrupted, gas pumps do not work.
- **Do your part.** Research organizations in your community such as places of worship, schools, fire departments and the Red Cross that work on preparedness efforts. Find out what you can do and volunteer to do it.
- **Join, start or reinvigorate a Neighborhood Watch Program.** Find out if your area has a Neighborhood Watch group or community association and join. Neighborhood Watch is a great way for you to share the information in this booklet and develop neighborhood plans.

**NEIGHBORHOOD WATCH** is an organized group of neighbors who observe more closely and report any activity or situation that affects the appearance or safety of their community. If you are interested in becoming an active member, call the Winnebago County Sheriff's Office COPS Program at 815-319-6000.



### ***TIPS FOR SPOTTING SUSPICIOUS ACTIVITIES IN YOUR NEIGHBORHOOD***

- A stranger entering your neighbor's house while they are away
- Unusual sounds (breaking glass, gunshots, screaming, etc) or anyone peering into/forcibly entering a locked vehicle
- Open or broken windows at a closed business or residence
- Parked, occupied vehicles – especially if seen at an unusual hour
- An unfamiliar vehicle left running, parked and unoccupied on your street
- Anyone removing accessories, license plates or gasoline from a vehicle
- Strange or frequent comings and goings from homes or businesses
- Business transaction being conducted from a vehicle

***Remember, PEOPLE AREN'T SUSPICIOUS, BEHAVIOR IS***



### **IS YOUR HOME SECURE?**

- Are entry doors solid hardwood or metal clad, secured with a deadbolt lock and equipped with a peephole?
- Are entry doors kept locked, and do your sliding glass doors have strong, working key locks?
- Do you have dowel or pins installed so the sliding glass door cannot be lifted off the track?
- Are shrubs/bushes trimmed to eliminate hiding places, and are side entry gates kept locked?

- Are outside lights functioning and the house address clearly visible?
- Are the alarm systems turned on?

## **NATURAL DISASTERS**



### **FLASH FLOODS**

Perhaps the biggest cause of flood-related deaths and injuries is lack of public understanding of the severity and danger involved in floods and flash floods. During a flash flood, water can rise so quickly that there is little or no time for a warning to be issued and you may have only seconds to escape. Many people are killed while trying to drive or walk on roads and bridges that are covered by water. Even though the water might look only inches deep, it could be much deeper and with very strong currents. It only takes two feet of water to carry away cars. Six inches of swiftly moving water will sweep a person off his/her feet.

- If you suspect that a flash flood is about to happen, **immediately climb to higher ground**
- If on foot, **do not** attempt to walk through flood water. Turn back and go directly to higher ground.
- Never let children or pets play near flood waters, storm drains, washes and sewers.
- If you are in a car, drive away from flooded areas – never try to drive through them. Even though vehicles in front of you have passed through the high water, you may not be so lucky.
- If your car stalls, immediately abandon it and climb to higher ground.
- Flooded areas are not safe for recreational boating. Many canoeists and kayakers have had to be rescued from dangerous rapids in flood-swollen waters.
- If advised to evacuate, do so immediately. Follow recommended evacuation routes. Shortcuts may be blocked.

### ***Safety Tips For Flood Victims***

#### ***TYPES OF FIRE RELATED HAZARDS PRESENT AFTER A FLOOD***

- Alternative heating devices used incorrectly create fire hazards. Proper use and maintenance can decrease the possibility of a fire.
- Damaged or leaking gas lines or containers may explode or ignite.
- Pools of water and even appliances can be electrically charged. This can result in an electrical fire or serious electrical shock.
- Appliances that have been exposed to water can short and become a fire hazard.

### *ELECTRICAL SAFETY*

- Remove standing water, wet carpets and furnishings. Air-dry your home with good ventilation before restoring power.
- When using a wet-dry vacuum, be sure to follow the manufacturer's instructions to avoid electrical shock. Do not allow the power cord connections to become wet. Do not remove or bypass the ground pin on the three-prong plug. Never allow the connection between the machine's power cord and extension cord to lie in water.
- If using extension cords, use the appropriate size and type to carry the electric load. Overloaded cords can overheat and cause a fire. Remember that extension cords are intended for temporary use only.
- Have a licensed electrician check your home for damage before power is restored. Electric Circuit breakers and fuses can malfunction when water and silt get inside. Circuit breakers and fuses that have been submerged in water should be replaced and must be done by a licensed electrician.
- Do not use electrical appliances that have been wet. Water can damage the motors in electrical appliances such as furnaces, freezers, refrigerators, washing machines and dryers. If electrical appliances have been under water, have them dried out and reconditioned by a qualified service repairman.
- If using a generator for temporary power, always follow the manufacturer's instructions and guidelines and use outdoors only.

### *HEATING SAFETY*

- Leaking or damaged gas lines or propane tanks may explode or ignite.
- If you suspect a gas leak, don't light a match, use any electrical appliance, turn lights on or off or use the phone. If you smell gas, or hear gas leaking, turn off the main valve if possible, open windows, and leave the area immediately and call NICOR.
- NICOR or a qualified service technician must restore natural gas service that has been turned off.
- Gas control valves on furnaces, water heaters, and other gas appliances that have been under water are unfit for continued use. Silt and corrosion from floodwater can damage internal components of control valves and prevent proper operation. Replace ALL gas control valves that have been under water. A qualified service technician must do repairs.
- Alternative heat sources (space heaters) need their space. Keep anything combustible at least 3 feet away. Make sure they have "tip switches" that turn off the heater in the event they tip over. Do not use alternative heat sources to dry clothes or furnishings.
- Do not use the kitchen oven or range to heat or dry your home. In addition to being a fire hazard, it can be a source of toxic fumes.

## ***TORNADO***

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.

The following are facts about tornadoes:

- 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 30mph, but may vary from stationary to 70mph.
- 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 3p.m. and 9p.m. but can occur at any time.

## **KNOW YOUR TORNADO TERMS**

### **Tornado Watch**

Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information. Danger signs include:

- Dark, often greenish sky
- Large hail
- A large dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train

### **Tornado Warning**

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

## WHAT TO DO DURING A TORNADO

**If you are under a tornado WARNING, seek shelter immediately!**

<b>If you are in:</b>	<b>Then:</b>
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	<p>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.</p> <p>Do not get under an overpass or bridge. You are safer in a low, flat location.</p> <p>Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</p> <p>Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</p>



## **DURING A WINTER STORM**

### **Guidelines**

- **Listen to your radio, television, or NOAA Weather Radio** for weather reports and emergency information.
- **Eat regularly and drink ample fluids**, but avoid caffeine and alcohol.
- **Conserve fuel, if necessary**, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
- **If the pipes freeze**, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
- **Maintain ventilation when using kerosene heaters** to avoid buildup of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.

### **If You Are Outdoors**

- **Avoid overexertion when shoveling snow.** Overexertion can bring on a heart attack – a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- **Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- **Watch for signs of frostbite.** These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- **Watch for signs of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.

### **If symptoms of hypothermia are detected:**

- get the victim to a warm location
- remove wet clothing
- put the person in dry clothing and wrap their entire body in a blanket
- warm the center of the body first
- give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious



## If You Are Driving



**Drive only if it is absolutely necessary. If you must drive, consider the following:**

- Travel in the day, don't travel alone, and keep others informed of your schedule.
- Stay on main roads; avoid back road shortcuts

**If a blizzard traps you in the car:**

- **Pull off the highway.** Turn on hazard lights and hang a distress flag from the radio antenna or window.
- **Remain in your vehicle where rescuers are most likely to find you.** Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close, but be too far to walk to in deep snow.
- **Run the engine and heater about 10 minutes each hour to keep warm.** When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. *This will protect you from possible carbon monoxide poisoning.*
- **Exercise to maintain body heat, but avoid overexertion.** In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- **Take turns sleeping.** One person should be awake at all times to look for rescue crews.
- **Drink fluids to avoid dehydration.**
- **Be careful not to waste battery power.** Balance electrical energy needs—the use of lights, heat, and radio—with supply.
- **Turn on the inside light at night** so work crews or rescuers can see you.
- **If stranded in a remote area,** stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- **Leave the car and proceed on foot – if necessary** once the blizzard passes.

## Before Winter Storms and Extreme Cold

**Add the following supplies to your disaster supplies kit:**

- **Rock salt** to melt ice on walkways
- **Sand** to improve traction
- **Snow shovels** and other snow removal equipment.

## Prepare Your Home and Family

- **Prepare for possible isolation in your home** by having sufficient heating fuel; regular fuel sources may be cut off. For example, store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.
- **Winterize your home** to extend the life of your fuel supply by insulating walls and attics, caulking and weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- **Winterize your house, barn, shed or any other structure that may provide shelter** for your family, neighbors, livestock or equipment. Clear rain gutters; repair roof leaks and cut away tree branches that could fall on a house or other structure during a storm.
- **Insulate pipes** with insulation or newspapers and plastic and allow faucets to drip a little during cold weather to avoid freezing.
- **Keep fire extinguishers on hand** and make sure everyone in your house knows how to use them. House fires pose an additional risk, as more people turn to alternate heating sources without taking the necessary safety precautions.
- **Learn how to shut off water valves** (in case a pipe bursts).
- **Know ahead of time what you should do to help elderly or disabled friends, neighbors or employees.**
- **Hire a contractor to check the structural ability of the roof** to sustain unusually heavy weight from the accumulation of snow – or water, if drains on flat roofs do not work.

## Prepare Your Car

### Check or have a mechanic check the following items on your car:

- **Antifreeze levels** – ensure they are sufficient to avoid freezing
- **Battery and ignition system** – should be in top condition and battery terminals should be clean
- **Brakes** – check for wear and fluid levels
- **Exhaust system** – check for leaks and crimped pipes and repair or replace as necessary
- **Fuel and air filters** – replace and keep water out of the system by using additives and maintaining a full tank of gas
- **Heater and defroster** – ensure they work properly
- **Lights and flashing hazard lights** – check for serviceability.
- **Oil** – check for level and weight. Heavier oils congeal more at low temperatures and do not lubricate as well.
- **Thermostat** – ensure it works properly
- **Windshield wiper equipment** – repair any problems and maintain proper washer fluid level

**Install good winter tires.** Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that to drive on their roads, vehicles must be equipped with chains or snow tires with studs.

**Maintain at least a half tank of gas during the winter season.**

**Place a winter emergency kit in each car** that includes:

- A shovel
- Windshield scraper and small broom
- Flashlight
- Battery powered radio
- Extra batteries
- Water
- Snack food
- Matches
- Extra hats, socks and mittens
- First aid kit with pocket knife
- Necessary medications
- Blanket(s)
- Tow chain or rope
- Road salt and sand
- Booster cables
- Emergency flares
- Fluorescent distress flag

### **Dress For The Weather**

- **Wear several layers** of loose fitting, light weight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.
- **Wear mittens**, which are warmer than gloves
- **Wear a hat.**
- **Cover your mouth** with a scarf to protect your lungs

## AIR TRAVEL PREPARATION



### *General Procedures*

Be patient.

Keep control of all your bags at all times and do not leave them unattended.

Do not accept packages from strangers.

Do not joke about having a bomb or firearm.

Do not discuss terrorism, weapons, explosives or other threats while going through the security checkpoint

Do not try to “test” security procedures by carrying fake or real weapons, explosives etc

Be alert to suspicious activities, packages or abandoned and unattended luggage in the parking lot or airport.

Report anything suspicious to security.

### *Check In*

Adult passengers must bring a federal, state or locally issued photo identification card – such as a driver’s license. If a government-issued photo ID is not available, bring two pieces of ID, one of which must be from a governmental authority (such as a social security card or birth certificate).

Have your ID and boarding pass out and ready as you approach the checkpoint. Keep them both handy, as you may be asked to present them at subsequent points, such as at the gate.

E-ticket holders should check with their airline to make sure they have proper documentation. Written confirmation from the airline (letter, fax, e-mail) may be required.

### *Screener Checkpoints*

Except for those with specific medical or parental needs, only ticketed passengers are allowed beyond the security screeners.

Each traveler is limited to one carry-on bag and one personal bag such as a purse, laptop or briefcase.

All electronic items, such as laptops and portable phones may be subject to additional screening. Be prepared to remove your laptop from its case so that both can be x-rayed separately.

Wear as few metal objects as possible. Remove all metal objects before passing through.

Most airports require passengers to put their coats and jackets through the x-ray conveyor. You will save time in line if you have it off and ready as you approach.

Do not gift-wrap carry-on items; they may need to be opened during security screening.

### ***Authorized Carry-On***

Walking canes and umbrellas  
Nail clippers that do not have an attached metal nail file  
Safety and disposable razors  
Syringes with documented proof of medical need  
Tweezers and eyelash curlers

### ***Unauthorized Carry-On***

You must transport the following items as checked baggage or risk their confiscation at the security checkpoint. When in doubt – leave it home or transport the item in checked baggage. This information is provided by the Transportation Security Administration (TAS). From time to time, these restrictions may change. Check with the TSA before packing.

**Weapons:** Firearms, ammunition, BB/toy guns, bow and arrows, billy clubs, blackjacks, brass knuckles, bull whips, cattle prods, crow bars, hammers, kubatons, martial arts devices, gunpowder, mace, tear gas and pepper spray are forbidden. *An unloaded firearm may be transported in checked baggage if declared at check-in and packed in a suitable and locked container. Boxed small arms ammunition for personal use may be transported in checked baggage. Amounts may vary by airline.*

**Knives:** Knives of any length, composition or description, cutting instruments of any kind and composition, including carpet knives, meat cleavers, box cutters or blades, double-edge razor blades, any device with a folding or retractable blade, corkscrews, ice picks, axes, straight razors, metal scissors and metal nail files are forbidden.

**Certain Sports Equipment:** Such as baseball/softball bats, golf clubs, pool cues, ski poles and hockey sticks.

**Fireworks:** All fireworks, signal flares, sparklers or other explosives.

**Flammable liquids and solids:** Fuel, paints, lighter fluid, “strike anywhere” matches, and lighters with flammable reservoirs are prohibited.

**Household items:** Including drain cleaners and solvents.

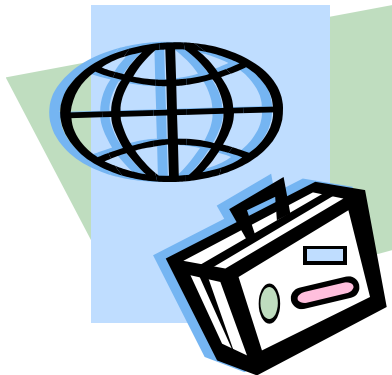
**Pressure containers:** Including spray cans, butane fuel, scuba tanks, propane tanks, CO2 cartridges and self inflatable rafts

**Personal Items:** Containing hazardous materials, such as flammable perfumes, aerosols. No more than 70 ounces may be carried on-board. The contents of each container may not exceed 16 fluid ounces.

**Other hazardous materials:** Such as gas-powered tools, wet cell batteries, poisons, infectious substances and dry ice. (Note: 4 pounds or less of dry ice for packaging perishables may be carried on-board provided the packages are vented.)

# International Travel

- Monitor events and review the latest information on the countries you plan to visit. You can monitor the Department of State's Website [www.travel.state.gov](http://www.travel.state.gov) for information about the country or region in which you are traveling.
- Dress conservatively. Avoid patriotic red, white and blue.
- Bring travelers checks and 1 or 2 credit cards instead of cash.
- Make 2 copies of you passport ID page, tickets, & driver's license. Leave one with a family member or friend.
- Keep medications in their original, labeled containers.
- Be cautious in or avoid areas where you are most likely to be victimized. These include crowded subways, train stations, elevators, market places, festivals, and marginal areas of cities. Do not use short cuts, alleys or poorly lighted streets. Don't travel alone at night.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and do not discuss your travel plans with strangers.
- Try to seem purposeful when you move about, even if you are lost. When possible, ask directions only from individuals in authority.
- Consider registering with the nearest U.S. embassy or consulate.



*Many of these suggestions are applicable to other modes of transportation. The same vigilance to travel safely should be applied when using buses, trains, subways, ships and other forms of transportation.*

# TERRORISM AND THREATS

## What Are The Potential Threats of Terrorism?

The potential threats of terrorism can be loosely categorized as Weapons of Mass Destruction (bombings, and/or the use of biological, chemical or radiological agents) with the ultimate goals of disrupting the infrastructure and/or the economy and instilling fear in the targeted community. Certain potential targets lend themselves towards the accomplishment of these goals. They include, for example, atomic energy and other public utility facilities, international airports and other transportation systems, major international events and high-profile landmarks. Countless federal, state and local government agencies are working hard every day to prevent terrorism.

There are some things you can do, too.

**Know the routines.** Be alert as you go about your daily business. Learn the normal routines of your community and workplace. Understanding these routines will help you to spot anything out of place

**Be aware.** Get to know your neighbors. Be on the lookout for suspicious activities such as unusual conduct in your neighborhood, workplace or while traveling.

**Take what you hear seriously.** If you hear or know of someone who has bragged or talked about plans to harm citizens or who claim membership in a terrorist organization, take it seriously and immediately report it to law enforcement.

## Terrorism Indicators

The following may suggest terrorist surveillance, particularly when observed near key facilities such as government, military, utility, or other high profile sites:

- Unusual/prolonged interest in security measures, personnel, entry points, perimeter fences or walls;
- Unusual behavior (e.g. staring/looking away) when entering or leaving areas;
- Observation of security drills or procedures
- Increase in telephone or e-mail threats in conjunction with surveillance indicators
- Foot surveillance involving two or three individuals working together;
- Surveillance using bicycles, scooters, cars, boats, or other vehicles
- Prolonged surveillance by people disguised as panhandlers, food vendors, news agents, etc.
- Discreet use of still cameras, video recorders, or note taking at non-tourist locations;
- Use of multiple sets of clothing or ID;
- Use of sketching materials (pens, pencils, etc.);
- Questioning of security or facility personnel

<b>International Terrorism</b>	Involves violent acts or acts dangerous to human life that cross international boundaries and are a violation of the criminal laws of the U.S. The goal is to intimidate or coerce the civilian population, influence the policy of a government, or affect the conduct of a government.
<b>Domestic Terrorism</b>	Is the unlawful use, or threatened use, of violence by a group or individual based and operating entirely within the U.S. The goal is to intimidate or coerce a government or the civilian population to further political or social objectives.
<b>Threats</b>	Are real or perceived acts or indications of a future act, in a manner that would tend to cause harm to people, property or disrupt essential services. The goal is to instill fear, anxiety and distrust.



### ***Opening Mail and Packages***

Teach family, friends and co-workers to be aware when opening mail and packages.

#### **Signs of Suspicious Mail and Packages:**

- Unexpected or from someone you do not know, or that is not addressed to a specific person
- Addressed to someone no longer at the address
- Handwritten with either no or an unreadable return address
- The package is lopsided or lumpy, and/or has wires or unusual contents that protrude from the package
- Postmarked city does not match return address
- Unusual contents that can be felt through the package
- Marked with restrictive endorsement-like “personal” or “confidential”
- Excessive postage, or excessive weight
- Common words are misspelled and/or incorrect titles or titles without names
- The package is soiled or stained, and/or a powdery substance can be felt or seen
- Marked with threatening language
- The package has a strong odor, and/or a ticking sound

#### **If You Receive or See Suspicious Mail:**

Don’t shake, sniff, touch, taste or look closely at it

Don’t carry, show it to others, or allow others to touch

If it is already in your hands, do put it down on a stable surface and do not handle further

Do alert others in the area and leave the area

Do close doors and prevent others from entering

If possible, do shut off the ventilation

Do wash your hands thoroughly with soap and water



## ***BOMB THREATS***

### **If you receive a bomb threat by telephone:**

Get as much information from the caller as possible, and keep the caller on the line.

Listen closely to the voice (male or female), voice quality (calm or excited), accents, and speech impediments. Immediately after the caller hangs up, write down your observations.

Pay particular attention to background noises which may give a clue as to the location of the caller.

Notify the police and the building manager.

### **If you receive a bomb threat in writing:**

Written warnings of a specific device should never be ignored.

Save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided.

Every possible effort must be made to retain evidence, such as fingerprints, handwriting or typewriting, paper, and postal marks, which are essential to tracing the threat and identifying the writer.

### **If you locate a suspicious package or device:**

Do **not** touch it.

Do not use portable phones nearby.

Clear the area and notify the police immediately.

Provide a description of the package or device.

On evacuating – stand clear of windows and other potential hazards.

**After reporting a bomb threat** – you may be asked to conduct a cursory check of your building. Nobody is more familiar with your place of business than you and your fellow employees. Because of your familiarity, you are likely to spot anything suspicious even faster than the police.

### ***KEY LOCAL TELEPHONE NUMBERS***

ComEd	1-800-EDISON1
Emergency Services and Disaster Agency (local)	1-815-319-6218
Federal Bureau of Investigation (local)	1-815-987-9833
Illinois State Police	1-815-239-1151
NICOR	1-888-642-6748
Red Cross (local)	1-815-963-8471
Rockford City Police Department	1-815-987-5495
Winnebago County Health Department	1-815-720-4000
Winnebago County Sheriff's Office	1-815-319-6000

### **Other Contact Information:**

#### **Homeland Security Advisor**

Department of Homeland Security  
207 State House  
Springfield, IL 62706  
217-524-1486  
[www.ready.illinois.gov](http://www.ready.illinois.gov)

#### **Illinois Emergency Management Agency**

Illinois Terrorism Task Force  
2200 South Dirksen Parkway  
Springfield, IL 62703  
217-557-4757

## Resources:

2005 LVMPD “HANDSS” 2<sup>ND</sup> Edition

Bureau of Justice Assistance, United States Department of Justice

Center for Disability Issues and the Health Professionals

Chicago/Rockford International Airport [www.flyrfd.com](http://www.flyrfd.com)

FEMA.gov

Illinois Department of Homeland Security

National Crime Prevention Council

Rock River chapter of the American Red Cross

U.S. Department of Homeland Security, Transportation/Security Admin.