



Kendallville Fire Department  
**DISASTER  
PREPARATION  
GUIDE**

In case of EMERGENCIES, always CALL:

911

Non - Emergency

- Kendallville Fire Department .....260-347-5010
- Kendallville Police Department .....260-347-0654
- Poison Control .....1+800-222-1222
- Indiana Road Conditions .....1+800-261-7623
- American Red Cross.....260-484-9336
- Parkview Noble Hospital .....260-347-8140
- Noble County EMA .....260-347-7378

Personal Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

# Free Alert Service

Register to receive trusted, neighborhood-level public safety and community information for free by text message, email and web.



Register Now [www.nixle.com](http://www.nixle.com)

# GENERAL DISASTER PLANNING

Emergencies and disasters can occur quickly and without warning. It can force you to evacuate your neighborhood or keep you from leaving your house. What would you do if basic services such as gas, water, electricity or telephones were not working?

Local emergency responders and officials will be on the scene after a disaster, but they cannot help everyone at once.

You can deal with a disaster by being prepared before the disaster and working with your family as a team to make sure they are prepared. Follow the steps discussed in this booklet to help you be prepared in case of a disaster.

1. **Get Informed**
2. **Make a Plan**
3. **Assemble a Kit**
4. **Maintain Your Plan and Kit**

Knowing what to do when a disaster strikes is your best protection and your **RESPONSIBILITY**.

## **STEP 1:** *Get Informed*

Contact your local Emergency Management Agency or local fire department to gather information you will need to create a plan.

Ask about the specific hazards that may be in your community and about the risk from those hazards. Examples would be severe thunderstorms, ice storms, heavy snow/blizzards, tornadoes, or earthquakes.

Learn about your community's response plan, evacuation plans, and designated emergency shelters. Ask about the emergency plans at your child's school or your place of employment.

Find out how local authorities will warn you of a pending disaster and how they will provide information to the public during and after a disaster.



## STEP 2: *Make A Plan*

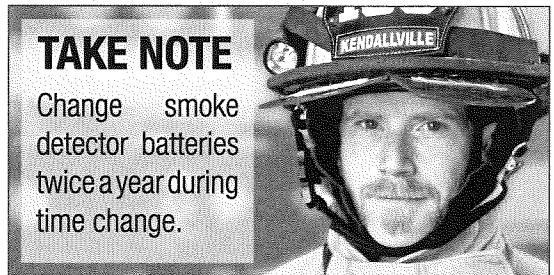
**Meet with your Family Members** and review the information you gathered about possible community hazards. Explain the dangers to children and work with them to get prepared for a disaster.

**Choose an Emergency Contact that is “Out of Town.”** Ask a friend or relative that lives out of your town to be your contact. Following a disaster, family members should call this person and tell them where they are. Everyone must know the contact’s phone number.

**Decide where to meet.** In the event of an emergency, you can become separated from your family members. Choose a place right outside your home in case of a sudden emergency, such as a fire. Choose an alternate location outside your neighborhood in case you can’t return home.

**Complete a Family Communication Plan.** Your plan should include contact information for family members, work, and schools. Your plan should also include information for your out-of-town contact, meeting locations, emergency services, and the National Poison Control Center (1-800-222-1222). A sample form can be found at [www.ready.gov](http://www.ready.gov) or at [www.redcross.org/contactcard](http://www.redcross.org/contactcard).

**Escape routes and Safe Places.** In case of a fire or other emergency, you may need to evacuate at a moment’s notice. Be ready to get out fast. Be sure everyone in your household knows the best escape routes out of your home as well as where the safe places are in your home for each type of disaster (*e.g. tornado approaches, go to basement or the lowest floor of your home or an interior room or closet with no windows that could break*).



Find at least two escape routes from each room. Make a map of your house and show escape routes, fire extinguisher locations, first aid kit locations, utility shut off points, smoke alarm locations, doors, windows, stairways, and disaster supply kit location.

Practice your emergency evacuation drills at least two times per year.

**Plan for your pets.** Take your pets with you if you evacuate. Emergency public shelters may not allow pets inside other than service animals, so prepare a list of family, friends, boarding facilities, and veterinarians that could shelter your pet in the event of an emergency.

**ACTION CHECKLIST** - *Items to do before a disaster strikes*

- Utilities** - Know how to shut off the water, gas and electricity at the main switches or valves. Keep the tools that you will need near gas and water shut off valves. Turn off the utilities only if you suspect the lines are damaged, or you suspect a leak.
- Fire Extinguishers** - Be sure everyone knows how to use your fire extinguishers and the location.
- Smoke Alarms** - Install smoke alarms on each level of your home, and near every bedroom. Also consider installing Carbon Monoxide alarms in your home.
- Insurance coverage** - Check with your insurance agent to make sure you have adequate coverage. Most homeowners insurance doesn't cover flood damage and may not provide full coverage for other hazards.
- First aid/CPR and Automated External Defibrillation** - Take an American Heart Association CPR and First Aid class.
- Inventory Home Possessions** - Make a record of your possessions to help you file a claim in case of loss or damage. Store this information in a safe deposit box or other secure location to ensure the records survive a disaster. Include a video or pictures of the interior and exterior of your home as well as cars, boats, and RV's. Get professional appraisals of jewelry, collectibles, artwork, or other items that may be difficult to evaluate. Make copies of receipts and canceled checks showing the cost of valuable items.
- Vital Records** - Vital family records and other important documents such as birth certificates, marriage certificates, social security cards, passports, wills, deeds, and financial, insurance and immunizations records should be kept in a safe deposit box or other safe location.
- Reduce Home Hazards** - Ordinary items in the home can cause injury and damage during a disaster. Take these steps to reduce your risk of injury:

DISASTER  
PREPARATION



HAZARD  
AWARENESS



HAZARD  
AWARENESS



HEALTH  
AWARENESS



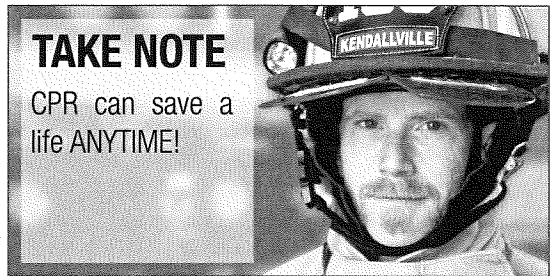
HEALTH  
AWARENESS



WATER WEATHER  
AWARENESS



- Have a professional repair electrical wiring and gas connections
- Place large, heavy objects on lower shelves and hang pictures and mirrors away from beds.
- Use straps or other restraints to secure tall cabinets, bookshelves, and large appliances
- Repair cracks in foundations and ceilings
- Store weed killers, pesticides and flammable products away from heat sources
- Place oily rags or waste in covered metal cans and dispose of them properly.
- Have a professional clean and repair chimneys, flue pipes, connectors, and gas vents.



### **STEP 3:** *Assemble A Disaster Supplies Kit*

A disaster supply kit is a collection of basic items a family would probably need to stay safe and be more comfortable during and after a disaster. Disaster supply kit items need to be placed in a portable container(s) as close as possible to the exit door. Check the contents of your kit at least once a year or as your family needs change. Also, you may want to consider have some emergency supplies in each vehicle and at your place of employment.

- Three day supply of nonperishable food and manual can opener
- Three day supply of water (one gallon of water per person, per day)
- Portable, battery powered radio or television with extra batteries
- Flashlight and extra batteries
- First aid kit and manual

- Sanitation and hygiene items (hand sanitizer, moist towelettes, and toilet paper).
- Matches in waterproof container
- Whistle
- Extra clothing and blankets
- Kitchen accessories and cooking utensils
- Photocopies of identification and credit cards
- Cash and coins
- Special needs items such as prescription medications, eye glasses, contact lens solution, and hearing aid batteries
- Items for infants, such as formula, diapers, bottles, and pacifiers
- Tools, pet supplies, maps, other items your family needs

**If you live in a cold climate, consider these items for your supply kit:**

- Jacket or coat
- Long pants, long sleeve shirt
- Sturdy shoes
- Hat, mittens, scarf
- Sleeping Bag or warm blanket

**Supplies you should include in your vehicles:**

- Flashlight, extra batteries and maps
- First aid kit and manual
- White distress flag
- Tire repair kit, booster cables, pump, and flares
- Bottled water and nonperishable foods
- Seasonal supplies – winter coat, blankets, hats, gloves, shovel, sand, tire chains, windshield scraper, sunscreen lotion, shade items

**STEP 4: *Maintain Your Plan***

Review your plan every six months and quiz your family about what to do.

Conduct fire and emergency drills on a regular basis.

Check food supplies for expiration dates and discard, or replace stored water and food every six months.



Read the indicator on your fire extinguisher. Test your smoke detectors monthly and change the batteries when you change your clocks for Daylight Savings Time. Replace alarms every 10 years.

### **IF DISASTER STRIKES:**

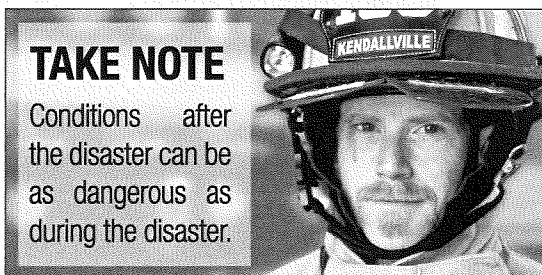
- If you are instructed to take shelter immediately, do so at once.

If you are instructed to evacuate:

- Listen to the radio or television for the location of emergency shelters.
- Wear protective clothing and sturdy shoes.
- Take your disaster kit.
- Use travel routes specified by local authorities and don't use shortcuts.

### **AFTER A DISASTER:**

- Administer first aid and get help for injured people.
- If at home, use a flashlight to check for damage. Do NOT use candles, matches, or turn on electrical switches.
  - Check for fires, electrical, and other hazards. Spilled chemicals can cause deadly fumes if mixed.
  - Sniff for gas leaks starting at the water heater. If you suspect a leak, shut off gas meter at the main valve, open windows, and get everyone outside the structure.
  - Check on your neighbors, especially those who are handicapped or elderly.
  - Call your out-of-town contact – do not use the telephone again unless it is life-threatening.
  - Stay away from downed power lines.
  - Listen to local radio or television for information about where you can get disaster relief assistance.





# THUNDERSTORMS

Gentle spring showers can turn nasty in a matter of minutes. Are you prepared to face a thunderstorm that could include lightning? Make sure you and your family are prepared.

## *During a thunderstorm you should:*

- Keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind.
- Listen for the sound of thunder. If you hear thunder, you are close enough to the storm to be struck by lightning.
- Stay informed by listening to NOAA Weather Radio, or to the radio and TV for the latest storm advisories.

## *If you are indoors, you should:*

- Stay inside and avoid plumbing fixtures and electrical appliances.
- Avoid taking a bath or shower, or running water for any other purpose.
- Turn off the air conditioner. Power surges from lightning can overload the compressor, resulting in a costly repair job.
- Draw blinds and shades over windows. If the glass breaks due to objects blown by the wind, the shades will prevent glass from shattering into your home and injuring someone.

## *If you are outdoors, and can not make it to a safe shelter:*

- Go to a low-lying area, away from trees, poles or metal objects. Make sure the place you choose is not prone to flooding.
- If you are in a forest, go to low area under low, thick tree growth and wait.
- If you are outdoors in an open area, go to a low area, and squat low to the ground.
- If you are in a car, it is safest to stay in your car until the storm passes.
- If you are boating or swimming, get to land and find shelter immediately.

## *If someone is struck by lightning:*

- Call 911 for help!

People struck by lightning carry no electrical charge and can be handled safely. However, the injured person may be burned, both where they were struck and where the electricity left their bodies. Check for burns in both places.

- Be prepared to provide first aid and CPR



# TORNADOES

Be prepared and know the warning signs so that you can protect your family in the threat of a tornado.

## DURING A STORM, WHEN THERE IS A THREAT OF A TORNADO:

- Stay informed by listening to the radio and TV for the latest tornado advisories.
  - Seek shelter in a basement or interior room on lower level-take position in a doorway or under a sturdy table.
  - Stay away from windows, doors and outside walls.
  - Do not open windows.
- If you are not indoors, hurry to the basement of a nearby building, or lie flat in a ditch with your hands covering your head.
- If you are in a vehicle or mobile home, get out and seek shelter in a ditch.
  - When you hear the sirens it is time to take cover. DO NOT call the Police Dept. or Fire Dept!

### TAKE NOTE

In 2009, 1156 people were killed in the US by tornadoes.



## EVERY FAMILY SHOULD HAVE AN EMERGENCY PLAN:

- Assemble a Disaster Supply kit with the items listed in the first section of this booklet.
- Identify safe, interior shelter room for your family.

## KNOW THE DIFFERENCE BETWEEN A WATCH and a TORNADO WARNING:

- A **tornado WATCH** means a tornado is possible in your area. When a watch is issued, be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado may alert you.
- A **tornado WARNING** means a tornado has been sighted and may be headed for your area. Go to safety immediately. When a warning is issued, go to the safest place in your home to protect yourself from glass and other debris.

## AFTER THE TORNADO PASSES:

- Watch out for fallen power lines and stay out of the damaged area.
- Listen to the radio for information and instructions.
- Use a flashlight to inspect your home for damage.
- Do not use candles in case there is a gas leak.

# FLOODS

Floods are a very real concern for any community. They can overtake an area in a few hours, or they can take days to develop. Make sure your family is informed and prepared is your best defense against a Flood Disaster

## BE PREPARED:

- Determine whether your home is located in a flood area. If so, make sure flooding is covered in your Homeowner's or Renter's Insurance Policy.

- Keep insurance policies, documents and other valuables in a safe-deposit box.

*Other preventative measures you may need to take include:*

- Elevating the main breaker or fuse box.
- Elevating your heating, ventilating and cooling equipment.
- Installing backflow valves in the waste line.
- Safely anchoring manufactured homes.

## EVERY FAMILY SHOULD HAVE AN EMERGENCY PLAN:

- Assemble a Disaster Supplies Kit that contains all the items listed in the first section of this booklet.

- Identify where you could go if you are told to evacuate.
- If there is a threat of a flood, store drinking water in clean containers because water service could be interrupted.

## DURING A FLOOD:

- Stay informed by listening to NOAA Weather Radio or to the radio and TV for the latest flood advisories.

- Stay away from floodwater-do not attempt to swim, walk, or drive through. Never attempt to drive across flooded roadways, a car can be swept away in just 2 feet of water.

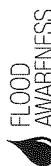
- If you are outdoors, stay away from the rivers and drainage ditches. Head to higher ground, and avoid downed power lines.

- Be prepared to evacuate your home and put your emergency plan into action.

- A Flood WATCH means a flood is possible and a Flood WARNING means that flooding is already occurring or will occur soon in your area.

## AFTER A FLOOD:

Once the authorities have given the OK to return to the flooded area, the first step is to evaluate your home to make sure it is safe to enter. Check for structural damage, leaning walls, sagging roofs and ceilings, and weakened support beams. If you see any of these things, don't enter until you've made some preliminary repairs to make the home safe.



- Turn off all outside gas lines and air out your home for several minutes.
- Turn off the electrical breaker, even if the power is off to the entire neighborhood. If the main disconnect is inside the building, call your utility company for assistance.
- Be aware that rodents, snakes, or other animals may have taken shelter in the debris or inside your home. Use sticks to move debris and make noise when approaching.

When entering your home for the first time after a flood, you should:

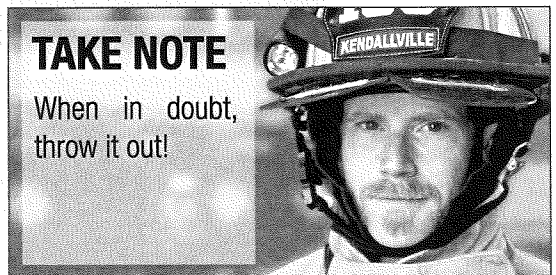
- Unplug all flooded appliances.
- Take photos to document damage.
- Remove keepsakes and valuables, and begin salvaging them. Many objects can be saved if you begin salvage within 48 hours of the flood receding.
- Begin to remove mud and other debris from the home while still damp.

### **Damaged Food:**

When in doubt, throw out food that may have been damaged or spoiled in the flood. Keep only foods in undamaged commercial cans, and even then, sanitize the cans before using the food inside.

### **Flooding in the Well:**

Watch your well because it too can be flooded. Use water from a safe public water supply or bottled water until your well has been disinfected. Call a well contractor or drill for assistance in disinfecting your well. You may choose to disinfect your well yourself, but always contact a professional for expert advice on how to tackle the situation.



# HEAT AWARENESS

Summer is a great time to be outdoors, but doing too much on a hot day, spending too much time in the sun or staying too long in an overheated place can cause heat-related illness.

## ON HOT SUMMER DAYS BE SURE TO:

- Keep your home cool. Hang shades, draperies, or awnings on windows that receive morning or afternoon sun.
- Eat well balanced, light meals.
- Drink plenty of water regularly and limit intake of alcoholic beverages.
- Dress in loose-fitting clothes that cover as much skin as possible.

Choose lightweight, light colored clothing that reflects heat and sunlight and helps maintain normal body temperature.

- Protect face and head by wearing a hat.

Avoid too much sunshine. Sunburn slows the skins ability to cool itself.

Use a sunscreen lotion with a high SPF.

- Avoid extreme temperature changes. A cool shower immediately after coming in from hot temperatures can result in hypothermia.

Slow down. Reduce, eliminate, or reschedule strenuous activities.

## BE CAUTIOUS OF THE EFFECTS OF HEAT:

### Sunburn:

Skin redness and pain, possible swelling, blisters, fever, headaches. Take a shower, using soap, to remove oils that may block pores. If blisters occur, apply dry, sterile dressings and get medical attention.

### Heat Cramps:

Painful spasms usually in leg and abdominal muscles. Heavy sweating. Firm Pressure on cramping muscles or gentle massage to relieve spasm. Give sips of water.

### Heat Exhaustion:

Heavy sweating, weakness, skin cold, pale, and clammy. Weak pulse. Fainting, vomiting. Get victim to lie down in a cool place, loosen clothing, and apply cool, wet cloths. Fan or move victim to air conditioned place. Give sips of water if conscious.



# WINTER WEATHER AWARENESS

## WINTER WEATHER TERMS TO KNOW:

**Freezing Rain** - Rain that freezes on contact with roads, trees, sidewalks, etc.

**Sleet** - Rain that freezes before hitting the ground.

**Winter Storm Watch** - A winter storm is possible in the area.

**Blizzard Warning** - Winds or gusts 35 mph or greater, along with snow, are expected to last 3 hours or more.

**Winter Storm Warning** - A winter storm is occurring or will begin soon.

**Frost/Freeze Warning** - Temperatures are expected to drop below freezing.

## During and after a Winter Storm

- Conserve heating fuel by shutting off unused rooms.
- Wear several layers of clothing and a hat outdoors. Cover your mouth with a scarf to protect your lungs.
- Don't overexert yourself while shoveling snow.
- Watch for signs of frostbite: loss of feeling along with paleness in tip of nose, fingers, toes, and ear lobes.
- Beware of hypothermia. Signs include uncontrollable shivering, slurred speech, drowsiness, memory loss and disorientation.
- Avoid driving at night or alone. Notify others of your schedule and route.

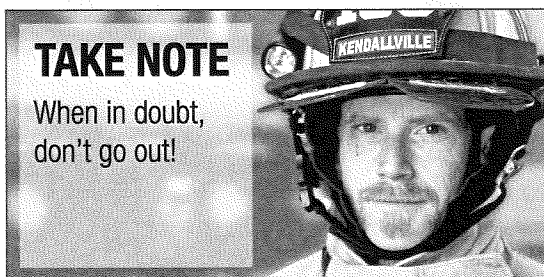
## If Your Vehicle is Stranded in a Blizzard

- Pull off the road and turn on your hazard lights.
- Do not start walking unless you can see a building where you can take shelter.
- If no buildings are in sight, stay in your vehicle, where rescuers are more likely to find you.

• Wrap yourself in blankets, or use seat covers, floor mats and maps.

Run the engine for 10 minutes each hour to keep warm. Open a window slightly for ventilation.

- Pack a winter emergency kit with a window scraper, blankets, battery-powered radio, flashlight, water, snack food, tow chain or rope, shovel and flares.



# **City of Kendallville Snow Emergency Levels**

## **LEVEL 1 - Declared Emergency**

- Travel on city streets is restricted to authorized vehicles only.
- Violators may be ticketed and fined.
- Violators may have their motorized vehicle towed at their expense.
- It shall be unlawful for any person or corporation to cause snow to be removed from their premises and placed upon a city street.
- Parking is prohibited on all snow routes
- Government offices are closed except that essential employees are to report as required.
- Vehicles have been designated as “temporary authorized vehicles”.

## **LEVEL 2 - Warning**

- Travel on city streets is restricted to those persons traveling to and from their place of employment or to and from a medically necessary event.
- Violators may be ticketed and fined.
- Violators may have their motorized vehicle towed at their expense.
- It shall be unlawful for any person or corporation to cause snow to be removed from their premises and placed upon a city street.
- Parking is prohibited on all snow routes.
- Government offices are closed to the public. All employees are to report as normal.
- Businesses, schools, industry and other organizations should begin to implement their emergency action plans.

## **LEVEL 3 - Watch**

The Common Council of the City of Kendallville requests everyone's cooperation by remaining off all city streets unless travel is necessary. Citizens should use caution or avoid the area.

RESOURCES:

The Federal Emergency Management Agency  
[www.fema.gov](http://www.fema.gov)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

Other Preparedness Materials  
[www.ready.gov/Heavy](http://www.ready.gov/Heavy)

Department of Homeland Security  
<http://www.dhs.gov>



Kendallville Fire Department  
304 East North Street  
Kendallville, IN 46755  
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