

EMERGENCY INFORMATION MANUAL



City of Bay Village
350 Dover Center Rd.
Bay Village, OH 44140-2023
Telephone (440) 871-2200

www.cityofbayvillage.com

Dear Residents:

Where will you and your family members be when an emergency or disaster strikes? How will you find each other? Will you be able to find out about each other's condition?

An emergency or disaster can strike quickly and without warning and can range from an odor of natural gas to a tornado. The emergency or disaster can force you to evacuate your home, neighborhood, or even the city. In certain cases you might be told to "Shelter in Place" which means to remain in your home, office, school, etc. and protect yourself there.

Individuals and families can and do cope with emergencies and disasters by preparing in advance, learning what to do, and working as a team. This manual is intended to help you design an Emergency Action Plan for yourself and your family.

I encourage all residents to sign up for the Ready Notify Emergency Notification System. It's free to county residents and provide users with immediate information regarding emergency events and other important information, including Cuyahoga County Government News, Cuyahoga County Building Closures, Water Boil Alerts, and Safety Messages. Registered users will be able to receive information via landline telephones, cell phones, text messages, e-mail and fax. [Click here](#) to sign up.

Remember--knowing what to do is your responsibility and is the best way to protect your loved ones.

Sincerely,

Mayor Debbie Sutherland
440-899-3415

City of Bay Village

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CITY TELEPHONE NUMBERS

www.cityofbayvillage.com

Building Department	899-3400
Clerk of Council	899-3406
Community Service	899-3410
Engineering Department	899-3437
Finance Department	871-2200
Fire Department Emergency	911 or 871-1212
Non-Emergency	871-1214
Law Department	899-3412
Main Fax	871-5751
Main Switchboard	871-2200
Mayor's Office	899-3416
Police Department	911 or 871-1234
Recreation Department	871-6755
Service Department	871-1221

OTHER IMPORTANT NUMBERS

Hospitals

Fairview General	(216) 476-7000
Lakewood General	(216) 521-4200
St. John Medical Center	(440) 835-8000
Cleveland Clinic	(440) 695-4000
(Emergency Room - Avon)	

Miscellaneous

American Red Cross	(216) 431-3010
Child Abuse and Neglect	(216) 696-KIDS
Cleveland Water (trouble line)	(216) 664-3060
Columbia Gas	(440) 234-2701
After 5pm & weekends	(440) 243-1000
Illuminating Company (outage)	(888) 544-4877
Ohio State Patrol (Berea)	(440) 234-2096
Poison Control Center	(800) 222-1222
Rape Crisis Hotline	(216) 619-6192
Suicide Hotline	(216) 623-6888

FAMILY DISASTER PLAN GUIDE

Take these four steps to safety to help you and your family

1) FIND OUT WHAT COULD HAPPEN TO YOU

Ask the following questions:

1. What types of disasters are most likely to happen in the area?
2. How is notification made for emergencies or potential emergencies at home, school, or work?
3. Is there help available for the elderly and/or disabled if it is needed?
4. Find out about disaster plans at your children's schools, day care centers and your workplace.
5. If you have animals, find out if you can take them to a shelter with you or if there are special shelters where pets can be taken.

2) CREATE A DISASTER PLAN

Have a family meeting and discuss why it is important to prepare for an emergency or disaster. Talk about the dangers of fire, severe weather and the other potential emergencies. Share responsibilities and work together.

Let Your Family Know You're Safe. If your community has experienced a disaster, register on the American Red Cross [Safe and Well website](#) to let your family and friends know you are safe. You may also call 1-800-RED CROSS (1-800-733-2767) and select the prompt for "Disaster" to register yourself and your family.

1. Discuss the types of emergencies and disasters that could happen and explain what to do in each case.
2. Pick two places to meet:
 - a. One should be right outside your home in the event of fire or other sudden emergency.
 - b. The other should be outside the neighborhood in the event that you cannot return to your home.
 - c. Be certain everyone knows these meeting places as well as important addresses and telephone numbers.
3. Discuss what to do in the event you are evacuated.
4. Ask an out-of-state friend or relative to be your "family contact". Make certain all family members know who the contact is, their telephone number, and email address.
5. Learn your child's school emergency plan and update names and telephone numbers of people the school can contact to arrange pick up of your child.

3) COMPLETE THIS LIST

1. Post emergency telephone numbers and email addresses.
2. Make sure everyone in the household knows when and how to call for emergency medical, fire, and police help.
3. Each family member should know how and when to turn off all the utilities in the house.

4. Each family member should know how and when to use a fire extinguisher.
5. Make sure each level of your home has a working smoke detector and conduct a yearly “home hazard hunt”.
6. Stock emergency supplies and assemble a “Family Supplies Disaster Kit”. The American Red Cross can give you assistance. FEMA has excellent information at <http://www.ready.gov/basic-disaster-supplies-kit>
7. Learn first aid and CPR. Contact the Fire Department, the Red Cross, or the American Heart Association.
8. Develop a “Home Escape Plan” and survey your home for the safest areas for each type of disaster or emergency.
9. Don’t forget to plan for pets during disaster scenarios. Check out this Pet Safety Checklist from the American Red Cross: Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m3640126_PetSafety.pdf

4) PRACTICE AND MAINTAIN YOUR PLAN

1. Review your plan every six months with the whole family.
2. Conduct fire and emergency evacuation drills at least once per year.
3. Maintain your “Disaster Supplies Kit”. See list below.
4. Inspect your fire extinguishers annually. Follow manufacturer’s instructions.
5. Test smoke detectors monthly and change batteries every 6 months.

FAMILY DISASTER SUPPLIES KIT

Assembling your kit should be a family project. You can use backpacks, duffel bags, or even a new clean trash container with a lid to store the supplies listed below:

1. First aid kit including waterless soap (hand sanitizer). For content information contact the American Red Cross.
2. Battery operated radio, or hand-crank radio (NOAA Weather Radio, if possible) flashlight, and extra batteries (replace batteries annually).
3. Bottled water (1 gallon per person per day- replace every 6 months).
4. Non-perishable foods such as canned vegetables, fruit, pudding, etc., easy-to-prepare items (3-day supply for evacuation, 2-week supply for home). Note any expiration dates on non-perishables.
5. Infant formula and diapers if you have a baby.
6. Non-electric can opener, plastic forks and spoons, paper towels and napkins.
7. Bath size towels, plastic garbage bags, wide tape such as duct tape.
8. Copies of important family documents (birth certificates, marriage license, passports, insurance policy numbers, etc.). It is also a good idea to keep copies of these documents in a safe location away from your home, such as a safe deposit box.
9. A list of family medications, medications (7-day supply) and medical items and eye glasses
10. County map.
11. List of call letters and frequency numbers of your emergency broadcast radio stations (EBS). You should also know the TV stations that are used for emergency broadcasts.

12. For additional suggestions from the Red Cross: Click here (http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240190_Be_Red_Cross_Ready.pdf)

Some of the above items need to be replaced periodically so put reminders on your calendar. Make a list of the contents with the dates items were replaced and attach it to the kit.

If you are evacuated there are other items that you will need to take. See the evacuation section on page 8 for this list.

FEMA Emergency supply list. [Click here](#) for PDF

Remember to check your kit every 6 months and restock expired items as needed.

FIRST AID INFORMATION

This information is not a substitute for a formal first aid or CPR class and we highly recommend that you contact the Fire Department, the American Red Cross or the American Heart Association to learn about classes available in our area

When you encounter someone who is injured, check the area to make sure it is safe for you to approach the person. If it is safe, check the victim for level of consciousness and life-threatening conditions. Someone with a life-threatening condition, such as severe bleeding or lack of breathing, requires immediate care by trained professionals. Call for help or call 911.

You can care for an injured victim while waiting for help to arrive.

Control Bleeding

1. Cover the wound with a dressing and press firmly against the wound (direct pressure). Do not stop applying pressure.
2. Elevate the area above the level of the heart (if possible) and only if you do not suspect any broken bones.
3. Cover the dressing with a bandage.
4. If bleeding does not stop:
 - a. Apply additional dressings and bandages
 - b. If you know where the pressure points are you can squeeze the artery against the bone.
 - c. Provide care for shock.
5. Do NOT apply a tourniquet.

Care for Shock

1. Maintain the victim's body temperature. If you need to keep them warm, remember to put a blanket under as well as over them.
2. Elevate the legs about 12 inches (if there are no broken bones, neck, or spinal injury).
3. Do not give food or drink to the victim.

Poisoning

Call the National Poison Control Center at (800) 222-1222 and follow their instructions

Burn Care

1. Stop the burning by cooling the burn with large amounts of cool water.
2. Cover the burns with dry, clean dressings or cloth.

Care for Injuries to Muscles, Bones, and Joints

1. Rest the injured part.
2. Apply ice or a cold pack to reduce swelling and pain.
3. Avoid any movement or activity that causes pain.
4. If you must move the victim because the area has become unsafe, try to immobilize the injured part to keep it from moving. This can be done with pieces of wood, pillows, rolled newspapers or magazines, etc. secured to the injured area with bandages or strips of cloth.

The risk of getting a disease while giving first aid is extremely low. To reduce the risk even further:

1. Avoid direct contact with blood and other body fluids.
2. Use protective equipment, such as disposable nitrile gloves, breathing barriers, and alcohol-based hand sanitizer. These items are available at your local drug store and are fairly inexpensive. Keep them in your vehicles as well as your home's first aid kit.
3. Whenever possible, thoroughly wash your hands with soap and water immediately after giving care. Use an alcohol-based hand sanitizer until you can get to regular soap and water.

EVACUATION

Do not assume that a shelter will have everything you will need. In most cases the shelters will provide only emergency items such as meals, cots, and blankets. If you are told to evacuate make sure to take your Family Disaster Supplies Kit and also:

- Medication and one change of clothing and footwear for each family member. Bring your cell phone and charger also.
- Eyeglasses, hearing aids, dentures, canes and walkers.
- Personal toiletries such as tooth paste, deodorant, etc.
- Items for your baby such as diapers, formula, wipes, baby food, etc.
- A blanket or sleeping bag for each person.
- Keep cash, credit cards, house and car keys with you as well as your driver's license and/or any other forms of identification you may have.
- Books, puzzles, cards and games for entertainment.

Unless otherwise instructed, do not turn off your refrigerator or freezer. All other appliances and lights should be turned off and your house secured. Know how to shut off your utilities but only do so if instructed by local authorities.

Check on neighbors as you leave to make certain they have been notified and offer help to those with disabilities or other special needs. If you need a ride, ask a neighbor. If there is no neighbor available to help you, listen to the emergency broadcast station for instructions.

Take only one car to the evacuation site as space may be limited and bring an extra set of keys. In certain cases you may need to close the car's windows and air vents and turn off the heat or air conditioning. Follow the exact route you are told to take- no short cuts.

Each school has its own evacuation plan and the children may be sent to a host school outside the affected area. Do not attempt to pick up your children. Do not call your child's school as you may tie up a phone line needed for emergency communications. You should talk to your child's school administrator and familiarize yourself with school emergency plans in advance.

For additional Evacuation tips from the Red Cross: Click here
http://www.redcross.org/images/MEDIA_CustomProductCatalog/m12140138_Evacuation_Plan.pdf

GUIDE FOR PEOPLE WITH SPECIAL NEEDS

Individuals with special needs face additional challenges in emergency or disaster situations. You must plan ahead to afford you and your family protection. This guide will assist you, family members, friends and/or a personal care attendant in that planning.

Most of the information you need to prepare your Disaster Plan can be found on pages 5 & 6. Additional information is listed in this section.

1. Contact the Fire Department, the county emergency management agency, or the American Red Cross to get information on special assistance that may be available to you in an emergency.
2. Does your workplace, school, and/or your child's day care center have an emergency plan in place that addresses individuals with special needs?
3. If you use a personal care attendant from an outside agency, ask if they have provisions for emergency and disaster situations. Do they provide services at another location if you evacuate?
4. Determine what needs to be done for each type of emergency. For example, most basements are not wheelchair accessible for weather emergencies. Determine where you should seek shelter and how to get there.
5. Learn what to do in a power outage. Know how to connect or start a backup power supply used for essential medical equipment.
6. If someone in the home uses a wheelchair, make sure more than one exit is wheelchair accessible in the event the primary exit is blocked.
7. Teach those who may assist you in an emergency how to operate necessary equipment.
8. Arrange for a relative, friend, or neighbor to check on you in the event of an emergency or disaster.
9. Consider getting a medical alert system that will allow you to call for help.
10. Prepare a "Disaster Supplies Kit" (see page 6-7) and add these items:
 - Catheters used.
 - Food for your guide or service dog.

- Your physician's name, address, and telephone number.
- A relative or friend's name, address, and telephone number who should be notified if you become injured.
- A list of the style and serial numbers of medical devices used, such as pacemakers.
- If you require a wheelchair and if it is possible, have a back-up manual-type wheelchair available.

11. For additional tips from the Red Cross for those with special needs: Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240199_A4497.pdf

In the event you are ordered to evacuate, follow the instructions in the "Evacuation" section (pages 8-9) of this manual and be certain to bring any special medical equipment, food, etc. that you may need.

FIRE

Fire is one of the most common emergencies and causes more deaths than most other disasters. Smoke detectors provide an early warning from fire, and home fire safety drills will help all members of the family to know what to do. Follow these guidelines to fire safety:

- Install a smoke detector on every level of your home and in the hall outside each bedroom. If you sleep with your bedroom door closed, a smoke detector should be installed in the bedroom also.
- Check smoke detectors monthly and install new batteries twice per year.
- Practice good fire safety habits.
- Look for home fire safety hazards. The Fire Department can provide you with information or conduct a safety survey at your request.
- Check your windows to make sure they open easily.
- Develop a Home Fire Escape Plan. Review and practice it with all the members of your family at least twice per year. Information is available at the Fire Department.
- Review more Fire Prevention tips from the Red Cross: Click Here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340073_FireSafety.pdf

In the Event of Fire

- Alert the entire household by yelling or pounding on walls.
- Assist household members who are unable to escape on their own.
- Never waste time getting dressed or gathering valuables.
- Crawl on the floor or stoop low to avoid smoke.
- Always test doors for heat before opening.
- Exit quickly and calmly.
- Go to your designated safe meeting place outside.
- Be certain everyone is out.
- Call 911 from a neighbor's house.
- NEVER RE-ENTER THE HOUSE.

After a Fire

Please refer to this booklet provided by FEMA on what to expect and do after a fire in your home: http://www.usfa.fema.gov/downloads/pdf/publications/fa_46.pdf

NOXIOUS ODORS (Such as natural gas or gasoline)

- Contact the Fire Department immediately.
- Do NOT activate electrical appliances or switches.
- Adjust the thermostat to a point where the furnace or air conditioner will not turn on. If possible, turn them off.
- Leave the building and wait for the Fire Department personnel.

CARBON MONOXIDE DETECTOR ACTIVATION

Remember, carbon monoxide (CO) is a colorless, odorless, and tasteless gas. It is possible that you won't be experiencing any symptoms of CO poisoning when the alarm sounds but that does not mean there is no carbon monoxide present. The alarm is designed to sound before levels are high enough to cause major symptoms. This should give you time to react and take action. Do not panic. Press the Test/Silence button to temporarily quiet the alarm, then:

- Contact the Fire Department immediately.
- Evacuate the building and wait for the Fire Department to arrive.
- Do not re-enter your home until emergency personnel have determined conditions are safe.

EMERGENCY MEDICAL SITUATIONS

The Bay Village Fire Department is an Advanced Life Support- Paramedic agency and responds to all illness or injury related medical emergencies. These types of emergencies are numerous and will not be individually addressed in this manual. We highly recommend that all persons learn first aid procedures, especially in the areas of bleeding control, choking, rescue breathing and CPR. Contact the Fire Department, the American Heart Association, or the American Red Cross for information.

If someone in your household has a specific medical condition such as diabetes, allergic reactions, asthma, etc. it is very important for all family members to know the signs and symptoms and what treatment to provide while waiting for the emergency medical technicians.

Please also refer to the First Aid section of this Manual (pages 7 & 8) for additional medical information.

HAZARDOUS SUBSTANCE RELEASE

Hazardous materials are substances that can be harmful to health and/or the environment. They are used in industry, medicine, agriculture, research, and consumer products. Their benefits are many and they are part of our society but under certain circumstances they can present a serious danger.

A hazardous material emergency is one in which a dangerous amount of a chemical or substance is released into the air, water, or ground. A release can happen underground, on railroad tracks, on highways, manufacturing plants or anywhere the material is used, transported, or stored. Sometimes these accidents result in fire or explosion, but many times you cannot see or smell anything unusual.

There are three ways exposures occur- inhalation (breathing), ingestion (swallowing), or absorption through the skin.

If a hazardous materials incident occurs in Bay Village, Fire and Emergency Services personnel will use every available resource to notify residents. Please be sure to sign up for Nixle Alerts, as this will be a primary means of such mass notification.

One of the basic instructions may be to “shelter in place”. This is a precaution aimed to keep you and your family safe while remaining in your home. If you are told to “shelter in place”, get everyone inside immediately including pets. Once everyone is safe inside, follow any additional instructions given to you by emergency personnel.

You may be instructed to “seal up the house”. This is accomplished by closing all windows and doors, closing the fireplace damper, turning off all heating and air conditioning systems, sealing cracks under doors (this can be done with wet towels), taping around doors, windows, exhaust fans and vents. You can cover windows, outlets, and heat registers with plastic garbage bags. If the danger of explosion exists you will need to close all window shades, blinds or curtains and stay away from windows. Everyone needs to go to a room with the fewest windows and doors. You might need to avoid basements due to the fact that many substances are heavier than air and will accumulate in low areas. Remember to take your Disaster Supplies Kit with you and stay indoors. Listen to your radio until you are told it is now safe or you are evacuated.

Remember to keep your cell phone with you whether sheltering in place or being evacuated.

FLASH FLOODS

There are more fatalities yearly caused by flash floods than by lightning or tornados, which makes it the number one killer in thunderstorms. Most flash flood deaths occur at night and when people are trapped in a motor vehicle.

Extremely heavy rains, sometimes accompanied by high wind, generally cause flash floods. The force of the water is so great that serious undertows and currents could exist even though the water looks calm. Storm drain covers could come off and create suction that may not be visible. Some people have been sucked down these drains while wading through deep water.

What you need to do

- Determine if you are in a potential flash flood area. You can get this information from neighbors, the service department, and the engineering department.
- Prepare a list of things that need to be protected from fast rising water. Have bricks, saw horses, and other objects available that can be used to raise furniture and appliances. If you live in a two-story home, move as much as possible to the second floor.

- Be prepared and know how to turn off the main electrical service to your home if water approaches electrical outlets or switches.
- Have your Disaster Supply Kit ready.
- Establish a block watch with neighbors to watch known flood areas including streets and intersections that affect your neighborhood. Continually monitor these areas during flash flood warnings.
- Do not drive or walk into water if you cannot see the bottom.
- Do not allow children to play in the water.
- If officials determine an evacuation is necessary, do so immediately and follow the Evacuation section on pages 8 & 9 of this manual.
- Check out additional tips on preparing for floods from the Red Cross: Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340128_Flood.pdf

LIGHTNING

Lightning results from the buildup and discharge of electrical energy between positively and negatively charged areas. The average flash could light a 100-watt light bulb for more than 3 months. Most injuries and deaths occur in the summer months during the afternoon and evening when people are outdoors.

FACTS

The air near a lightning strike is heated to 50,000 degrees F°, which is hotter than the surface of the sun.

Lightning often strikes away from heavy rainfall and may occur as far as 10 miles away from any rain.

Rubber soled shoes or rubber tires on a vehicle provide NO protection from lightning.

The steel frame of a HARD-TOPPED vehicle provides increased protection if you are not touching metal. Although you may be injured if lightning strikes the car, you are still much safer inside the vehicle than outside.

People who are struck by lightning do NOT carry an electrical charge and should be administered first aid and/or CPR as needed immediately. Contact the Fire Department, the American Red Cross or the American Heart Association for classes.

Heat lightning is actually lightning from a thunderstorm too far away for thunder to be heard.

When skies darken or thunderstorms are forecast, look and listen for increasing wind, flashes of lightning, the sound of thunder and/or static on your AM radio. These are all considered to be environmental clues.

Reduce your chances of being struck by lightning by taking the following actions:

- Watch for signs of approaching storms.
- Postpone outdoor activities if thunderstorms are imminent.
- If a storm is approaching, listen to your weather radio or regular AM/FM radio.

- Remember- if you can hear thunder, you are close enough to be struck by lightning. Seek a safe shelter.
- Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in a convertible.
- Get out of boats and away from water.
- Telephone lines and metal pipes can conduct electricity. Unplug appliances not necessary for obtaining weather information.
- Avoid using the telephone unless it is an emergency. (Cell phones are OK.)
- Avoid using any electrical appliances; turn off air conditioners.
- Do not take a bath or shower.
- If you are caught outdoors;
 - Find a low spot away from trees, fences, and poles.
 - Be certain you will not be subject to flooding.
 - If caught in the woods, seek shelter under shorter trees.
 - If you feel your skin tingle or your hair stand on end, kneel low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Try to make yourself the smallest possible target and minimize contact with the ground.
 - If you are boating or swimming, get to land and find shelter immediately.

If flash flooding is possible, get to higher ground. If you are in a car when flooding begins, abandon it and climb to higher ground. Do not attempt to drive through flooded areas. Most flash flood deaths occur in automobiles.

THUNDERSTORMS

Severe thunderstorms can occur anytime of the year and affect relatively small areas when compared to winter storms. The typical thunderstorm is 15 miles in diameter and lasts an average of 30 minutes.

Despite their small size, all thunderstorms are dangerous due to lightning, which every thunderstorm produces, and the potential for flash floods. Strong winds, hail, and tornados are also dangers associated with some thunderstorms.

Winds in a thunderstorm can exceed 100 miles per hour and one type of wind, the “Downburst”, can cause damage equivalent to a strong tornado.

When skies look threatening, listen to the radio or watch TV for advance warnings of severe weather. Be alert when the National Weather Service issues a severe thunderstorm watch or warning.

Refer to the sections in this manual on “Lightning”, “Flash Floods”, “Tornados”, and “Utility Outages” for further information. Also check out the Thunderstorm Safety Checklist from the Red Cross: Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340185_Thunderstorm.pdf

TORNADOS

Tornados are considered nature’s most violent storm with winds that can exceed 200 mph. They are usually accompanied by severe thunderstorms, hail, and wind. Air pressure inside the tornado is very

low as though a “hole” is in the air. Air outside spins into the “hole” carrying dust, dirt, branches, glass, and even very large objects such as parts of houses.

Most tornados move from the southwest to the northeast and generally occur in the late afternoon on a hot spring day. But remember- tornados can occur at any time! These storms can cause many injuries and fatalities and cause millions of dollars of damage every year.

When skies look threatening, listen to the radio or TV for information. The National Weather Service may issue a:

- TORNADO WATCH, which means that conditions are favorable for development of tornados.
- TORNADO WARNING, which means that a tornado has been sighted.

The tornado may or may not affect your area, but because of the unpredictability of these storms precautions must be taken. Remember, immediate action during severe weather can lessen the chances of injury to you and your family.

1. Stay away from windows, doors, and outside walls.
2. Go to the basement (if available) and get under something sturdy.
3. If a basement is not available, go to the lowest floor and into a closet, interior hallway or room and if possible get under something sturdy.
4. Remember to take your Disaster Supplies Kit with you.
5. Take your cell phone.
6. Do NOT open windows during a tornado. The most recent information is that open windows can cause more damage than closed ones.
7. Protect yourself, especially your head from flying objects.
8. If you are in a school, shopping center, factory, or any public building, go to the designated shelter area. If there is no designated area, interior walls on the lowest floors are usually the next best place. Stay away from large expansive roof areas such as in auditoriums and gymnasiums.
9. If you are in a mobile home or motor vehicle, leave it and find shelter in a sturdy building. If none is available, lie flat in the nearest ditch, ravine, or culvert and protect your head with your arms and hands. Be prepared to exit quickly in the event of flash flooding.
10. If your house is hit and you are trapped, make as much noise as possible to alert rescuers.
 - a. Bang on pots and pans.
 - b. Yell.
 - c. Turn up the volume on your battery operated radio.
 - d. Use your cell phone.
 - e. Be careful not to cause further collapse of the structure.
11. If you spot a tornado, report it to the police or fire department and tell them:
 - a. Who and where you are.
 - b. Where you saw the funnel.
 - c. How big you think it is.
 - d. The direction the funnel is moving. If it appears not to be moving, it may be headed for you!
12. Check out additional tips on tornado safety from the Red Cross: [Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340177_Tornado.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340177_Tornado.pdf)

WINTER STORMS

You need to prepare for a winter storm just as you would for any potential severe weather.

1. Prepare a winter storm plan:
 - a. Have a Disaster Supplies Kit.
 - b. Have a supply of canned food that can be eaten without cooking.
 - c. Have extra blankets on hand.
 - d. Be certain that each member of the household has a warm coat, gloves or mittens, hat and water-resistant boots.
 - e. Have automobiles winterized prior to the winter storm season.
 - f. Assemble a small Disaster Supplies Kit for each vehicle. Some items to include are a blanket, flashlight with extra batteries, jumper cables, first aid kit, bright cloth to tie to antenna, etc.
2. Be alert to changing weather conditions and listen to radio or TV for the latest weather information including storm watches or warnings.
 - a. WINTER STORM WATCH- this means conditions are right for a storm.
 - b. WINTER STORM WARNING- this means a storm has developed and is moving toward our area.
 - c. BLIZZARD WARNING- this means strong winds, blinding wind-driven snow and dangerous wind chill are expected.
3. Avoid unnecessary travel when a winter storm warning is issued.
4. Stay indoors during the storm. If you must go outside, use several layers of clothing rather than a single heavy coat. Wear gloves or mittens, a hat, and cover your mouth to protect your lungs.
5. After the storm, be extremely careful if you shovel snow. It is physically very strenuous work so take frequent breaks and avoid over exertion.
6. Always be alert when walking on snowy, icy sidewalks.
7. Avoid traveling by car in a storm, but if you must, remember to:
 - a. Have a "Disaster Supplies Kit" in the vehicle.
 - b. Take your cell phone along.
 - c. Keep the fuel tank full.
 - d. Let someone know your destination, route, and expected arrival time.
8. If you get stranded in your vehicle:
 - a. Stay with the vehicle. Do not try to walk to safety.
 - b. Tie a brightly colored cloth (preferably red) to the antenna for rescuers to see.
 - c. Use your cell phone to report your situation and location.
 - d. Start the car and use the heater for about 10 minutes every hour (this is why the tank should be kept full).
 - e. Keep the exhaust pipe clear so fumes cannot enter the car.
 - f. If needed, leave the dome light on while the car is running so you can see.
 - g. As you sit, keep moving your arms and legs to keep blood moving and to stay warm.
 - h. Keep one window slightly open, away from the blowing wind. This will let in fresh air.

9. Remember the warning signs of hypothermia (low body temperature):
 - a. Uncontrollable shivering.
 - b. Memory loss.
 - c. Disorientation.
 - d. Incoherence.
 - e. Slurred speech.
 - f. Drowsiness and apparent exhaustion.

10. Check out additional tips on preparing for winter storms from the Red Cross: Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240231_WinterStorms.pdf

POWER OUTAGES

Power outages are usually associated with severe weather but can happen due to a number of other causes. In most cases the power company is aware of any major outage and will begin repair procedures immediately. Check various areas of your home and your electrical panel and also with neighbors to see if they are experiencing an outage before calling the power company.

If your power goes out it is important that you call (888) 544-4877 to report your address or [click on this link](#) to report an outage on firstenergycorp.com. When you call, First Energy's automated phone system reads the phone number from which you call and uses that number to look up your account record. From your account record, your address is automatically entered into a computer program that sorts outage calls by location. If you wish to speak to a person you must call the Customer Service number 1-800-589-3101.

Do not call the police or fire department to report a power outage. Limit the use of your telephone to emergencies, as the possibility exists that the telephone system might also be on back-up power and will not be able to handle excessive traffic.

Actions you can take include:

- Have your Disaster Supplies Kit available
- Keep candles and lanterns away from combustibles and make certain they are out before going to bed. Gas lanterns require adequate ventilation.
- Use your battery-operated radio for news updates.
- Refrigerators and freezers will remain cold for quite some time as long as doors are opened sparingly and for short periods.
- Water and sewage facilities might be on reduced power so conserve water as much as possible.
- Turn off all major appliances, especially air conditioners, refrigerators, freezers, and heaters to reduce consumption once power is restored. When the power returns, turn these appliances back on slowly, one at a time.
- If you have a back-up generator, do NOT plug it into the electrical grid of the house. Plug any lights or appliances into it directly. All permanent generators should be installed by a licensed electrician and equipped with an automatic transfer switch. Serious injury or death could occur to you or power crews if not installed properly.
- If power remains off after 24 hours, consider cooking perishable foods on an outdoor grill.

- Check out additional tips on preparing for power outages from the Red Cross: Click here http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340180_PowerOutage.pdf

BURGLARY- HOME SAFETY

Burglary is a serious crime to which all of us are very vulnerable. Burglary is probably one of the most preventable of all crimes. The problem is that many of us, through our own carelessness, make it easier for burglars to carry out their work. If everyone would take a few simple precautions, the number of residential burglaries could be significantly reduced.

- Contact the Bay Village Police Department @871-1234 to have a trained officer inspect your home and suggest ways to make it more secure.
- Lower the ring on your telephone so the ringing cannot be heard outside.
- Never leave keys under flowerpots, doormats, inside locked or unlocked mailboxes or in other secret hiding places. Burglars know them all!
- If you are going on vacation:
 - Notify the police and ask for a “House Watch”.
 - Ask your neighbors to keep an eye on your house and leave them a key for house checks.
 - Do not publicize your travel plans and do not tell strangers about them.
- Keep a detailed inventory of all your personal possessions. Include a description of the item, date of purchase, original value and any serial numbers. Keep sales receipts of your more valuable items with the inventory list. Photographs and videos are also a good idea. Store these records in a safe deposit box or other secure place and give a copy to your insurance agent.
- If you notice anything suspicious in your neighborhood, call the police.
- Make your home look occupied and difficult to break into by:
 - Locking all outside doors before leaving or going to bed.
 - Locking all windows.
 - Leave lights on when you go out. Keep a radio or television while you are away.
 - If you are going to be away for any length of time, connect some lights to automatic timers and regulate them to go on at dusk and off at bedtime.
 - Keep your garage door closed and locked.
 - Do not allow daily deliveries to accumulate while you are gone. Place a cancel or hold on these items until you return or ask a neighbor to take in your mail, newspapers, and any other delivered items.
 - Arrange to have your lawn cut in the summer and have your driveway and walks shoveled in the winter if you are going to be away for an extended period of time.
- If your home has been burglarized, exit the building and call the police from outside your home. Do not touch anything, as it may become evidence for an investigation.

TERRORIST ATTACKS

Due to the terrorist attacks that have taken place in this country we are all concerned about the possibility of future incidents and their potential impact. The uncertainty about what might happen next is a concern. There are things you can do now to prepare for the unexpected.

Prepare now:

- Develop your “Family Disaster Plan” (see pages 5-6)
- Assemble your “Family Disaster Supplies Kit” (see Page 6)
- For CPR and first aid classes, contact the Fire Department, the local American Red Cross, or the American Heart Association

If disaster strikes:

- Remain calm and patient. Follow instructions of officials.
- Listen to radio and television for news and possible instructions.
- If the disaster happens to you:
 - Give first aid and get help for the seriously injured.
- If the disaster occurs near your home while you are there:
 - Check for damage using a flashlight. DO NOT light matches, candles, or turn on electrical switches.
 - Check for fires, fire hazards, and other household hazards.
 - Sniff for gas leaks starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
 - Confine and secure your pets
 - Check on your neighbors, especially those living alone, the elderly, and those with special needs.
- Use the phone to report an emergency and to notify your family only. If you are instructed to evacuate, follow instructions and refer to page 8-9 of this manual.

EARTHQUAKES

Though Earthquakes are rare in this area of the country, you can review the Earthquake Safety Checklist from the Red Cross: Click here

http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240216_Earthquake.pdf