

# A Resident's Guide to Disaster Preparedness & Village Emergency Management Plan



**EMERGENCY SERVICES  
& DISASTER AGENCY**

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### **Why is local Emergency Management and a disaster plan so important?**

A good quality disaster plan provides protection to its citizens and businesses, it provides peace of mind to its residents, it provides a path to fast recovery, it provides direction and control and ensures efficient government operations during times of turmoil or chaos that often follow major disasters or incidents and establishes a smooth continuity of service.

### **What is considered a disaster?**

Disasters could be natural, like a tornado, earthquake, flood, etc. or they can be technological, like a plane crash, train derailment, or a highway related hazardous materials incident, they can even be based on civil unrest, or potential terrorist attacks, all incidents however require a "unified command" structure with multiple agencies, both public and private all working together to bring life back to normal for everyone as quickly and safely as possible.

### **Who all are involved in the plan?**

For an effective disaster plan, both governmental and private agencies must work together during an emergency, most agencies we already know are key players like: fire, police and EMS, but there are many lesser known supporting agencies who provide assistance as well, like the public works dept., health department, county and state EMA, FEMA the coroner's office, even the Village animal control officer may have duties outlined in the plan as well to support the mission, In the private sector for example, utility companies trying to restore services, or bring a cell tower back on line, contracting firms/excavating companies could be brought in for debris removal or infrastructure repairs under pre- designated contract agreements, or supporting agencies could be called in under an MOU agreement to assist the village in managing its recovery operation.

### **What does it mean for residents?**

The simplest way to describe the benefits of an efficient disaster plan to residents is this: "*better protected residents and business owners*," this is accomplished because a speedy and more organized recovery operation means people and businesses resuming their "normal life" faster.

We can deliver better assistance to those in need, faster restoration of vital utilities and infrastructure like keeping roads and bridges open and in general a quick return to normal government operations with fewer interruptions.

### **What is the village mission in the event of a disaster?**

The key things an affected community will focus on are the three "Mission Priorities": #1 "life safety" #2 "incident stabilization" and the last priority #3 "property conservation" most of our mission objectives within the community will be focused on priorities # 1 & 2, saving lives and taking measures to attempt to prevent the emergency from getting any worse, if possible.

### **How can residents be prepared?**

You could apply the basic principles of a disaster plan scaled down to your own needs, first: pay attention to weather watches and warnings since many communities don't have tornado sirens, or the sirens range is limited in some rural areas, we always tell people to maintain a basic "situational awareness" of local conditions, we encourage everyone to sign up for Madison County's "Code Red" phone notification to receive weather warnings, their website is:

<https://public.coderedweb.com/CNE/68684CD288F8>



Family emergency planning can be the key to surviving an emergency. It is important to talk to your family to prepare them for various emergencies. Ensure the whole family is a part of the planning process so that the plan addresses everyone's needs. Familiarize yourself with emergency plans at places that are a part of your everyday life, such as school, work, church, or day care.

**\*\* Recognize that in extreme situations, emergency resources may be limited. Be prepared to care for yourself and your family for at least three days (72 hours).**

### **IMPORTANT TIPS:**

#### **Designate locations to meet**

Designate locations to meet in case it is impossible to return home or if you have to evacuate. Make sure your family knows the address and phone number of both locations. Choose two -

- One near your home and
- One outside the neighborhood.

#### **Designate an out-of-area contact person**

This person should be far enough away that it is unlikely he or she would be affected by the same emergency. Family members should call this person to report their locations if they cannot reach each other. Provide your contact person with important names and numbers so he or she can assist in keeping others posted on your situation. Create a communications card for each member of your household to keep.

#### **Create an Emergency Supply Kit & Go Bag**

If you need to leave your home, be ready to go as quickly as possible. Having a Go Bag in an accessible place ensures that you and your family are prepared for whatever situation arises.

A disaster supplies kit is simply a collection of basic items your household may need in the event of an emergency.

Try to assemble your kit well in advance of an emergency. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them.

You may need to survive on your own after an emergency. This means having your own food, water and other supplies in sufficient quantity to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days.

Additionally, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days or even a week, or longer. Your supplies kit should contain items to help you manage during these outages.

## **Assembling the Emergency Supply Kit:**

**A basic emergency supply kit could include the following recommended items:**

- 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
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter or solar charger
- Additional emergency supplies
- First aid kit
- Supplies for unique needs

## **Go Bag Guidelines**

- Each member of your household should have his or her own Go Bag.
- Go Bags should be easy to carry and sturdy.
- Go Bags should be stored in an easily accessible location.
- Ideally, you should keep a Go Bag at your home, in your car, and at work.
- Go Bags should be prepared for any time of year.
- Go Bags should be updated every six months.

## **Assembling the Go Bag**

- Bottled water
- Non-perishable food
- Manual can opener
- Flashlight
- Battery-operated AM/FM Radio
- Extra batteries (necessary types)
- Pocketknife
- Whistle
- Extra house and car keys
- Blanket
- Raingear
- Hat
- Comfortable, sturdy shoes
- Warm clothes
- Prescription medication for a week, with copies of your prescriptions
- List of doctor(s) and phone numbers
- Small first-aid kit

- Extra pair of glasses or contact lenses
- Extra hearing aid(s) and batteries
- Toilet paper
- Plastic garbage bags
- Soap
- Toothbrush and toothpaste
- Feminine hygiene products
- Copy of your communications plan
- Regional map
- Paper, pens, and tape - in case you need to leave a message somewhere
- Dust mask
- Cash - preferably in small amounts
- Coins for pay phones
- Credit and debit cards
- Copies of important documents in a waterproof container (IDs, insurance information, proof of address, passports, etc.)
- Recent family photo for identification purposes - make sure everyone's face can be seen clearly
- Items for members of your family, especially children, seniors or people with functional needs, and pets.

### **Determine the best escape routes from your home**

Identify at least two separate escape routes and practice using them. Keep a flashlight and a pair of shoes by each bed.

### **Locate your gas main and other utilities**

Make sure the entire household knows where they are and how to operate them or shut them off. Make sure your home is as safe and secure as possible.

### **Make copies of all important documents**

Keep them off-site in a secure location. Include these documents: passports, birth certificates, Social Security cards, wills, deeds, driver's licenses, financial documents, insurance information, and prescriptions. Catalog and photograph valuables, and keep these with your second set of documents.

The **Emergency Financial First Aid Kit**, developed by Operation HOPE and FEMA, can help you identify and organize key financial records and provides a quick reference file for your most important financial documents.

While making your plan, consider the requirements of children, seniors, persons with functional needs, non-English speakers, and pets in your household.

## **What should you do following a disaster?**

### **After a flood**

- Avoid floodwaters. Do not let children play in the water.
- Be aware of areas where water has receded. Roadways may have weakened and could collapse.
- Avoid downed power lines and muddy water where power lines may have fallen.
- Return home only when authorities say it is safe to do so.
- Discard food that may have been contaminated.
- Check on sewage systems. If damaged, these can be a serious hazard.

### **After a Thunderstorm or Tornado**

- Assess your immediate environment.
- Report fallen trees, flooded streets, or damaged public utilities to the proper department.
- Continue listening to local radio or television stations and your NOAA Weather Radio for updated information.
- Review your Family Emergency Plan and follow through with your Communications Plan. If all of your family members are not present, report to your family's pre-designated meeting point, unless emergency officials direct otherwise.
- Assess any damage to your home or immediate surroundings. Be aware of any potential hazards such as ruptured gas lines, structural damage to your home, downed electrical lines, and localized flooding. Immediately report any injuries or hazards via 9-1-1. Advise your family and neighbors as well.
- Call 9-1-1 to report injured or trapped persons. Give first aid where appropriate, but do not move seriously injured persons unless they are in immediate danger. Never enter any building that appears to have suffered structural damage or that poses any other hazards.
- Do not enter any disaster area. Your presence there will simply add to the confusion and may hamper emergency response efforts. A public message will be broadcast in the event that volunteers are needed.
- Use the telephone only for emergency calls. Once you have notified your pre-identified emergency contact person that you are okay, let him or her notify other family or loved ones. Telephones are frequently overwhelmed in a disaster situation and need to be clear for emergency calls to get through.

### **After an Earthquake**

- Check for injuries. Render first aid. Do not move seriously injured victims unless they are in immediate danger. Do not use the telephone immediately unless there is a serious injury, fire or other emergency. Hunt for hazards.
- Check for other hazards and control them (fire, chemical spills, toxic fumes and possible collapse).
- Check utilities (water, gas, electric). If there is damage at home turn the utility off at the source.
- Check for other hazards and control them (fire, chemical spills, toxic fumes and possible collapse).

- Check building for cracks and damage, including roof, chimneys, and foundation.
- Check food and water supplies.
- Emergency water can be obtained from water heaters, melted ice cubes, canned vegetables, and toilet tanks.
- Never use matches, lighters or candles inside.
- Turn on the radio and listen for emergency broadcasts/announcements, news reports, and instructions. Cooperate with public safety officials.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
- If buildings are suspect, set up your shelter area away from damage.
- Work with your neighbors for a quicker recovery. Stay calm and lend a hand to others.
- Be prepared for aftershocks.
- Plan for evacuation in case events make this necessary. Leave written messages for other family members or searchers.
- Use gloves, wear heavy shoes, and have adequate and appropriate clothing available.

## **Disaster Assistance**

In addition to the self-help efforts of individuals and families and the efforts of local government, voluntary agencies are a key part of the effective response to and recovery from a disaster.

Voluntary agencies such as the American Red Cross, The Salvation Army and other Voluntary Organizations Active in Disaster (VOAD) are an essential part of any disaster relief effort, providing critical assistance with food, shelter, clothing, household items, medical expenses, clean-up, repairs, and rebuilding.

Some voluntary agencies are available to assist in emergencies in all communities; others may only be able to assist in disasters that affect specific regional areas. Voluntary agencies assist whether or not there has been a presidential disaster declaration, coordinating with each other and with government officials to meet a community's disaster needs. If you have had a disaster, contact your local chapter of the American Red Cross or other social service agencies. You can obtain the numbers of these agencies by looking in your local phone book.

Some public assistance recipients may be eligible for assistance from the Illinois Department of Human Services. If you are a public assistance recipient who has been through a disaster, contact your case worker for additional information.

If a disaster is of sufficient magnitude to warrant a presidential disaster or emergency declaration, federal disaster assistance programs may be made available to help individuals, families, homeowners, renters, businesses, and units of government recover from the disaster. The programs that may be available are Individual Assistance, Public Assistance, and Hazard Mitigation.

## **Individual Assistance Programs**

Individual Assistance Programs include grant programs administered by the state and the Federal Emergency Management Agency (FEMA) and a loan program administered by the Small Business Administration. These programs provide assistance to individuals, families, homeowners, renters, and businesses. If these programs are included in a presidential declaration, the public will be notified of the declaration through the local media.

The Federal Emergency Management Agency's (FEMA) - Apply for Assistance web page provides detailed information on the Individual Assistance Programs.

### **Public Assistance Program**

The Public Assistance Program makes grants available to state agencies, local government organizations, and certain private non-profit organizations that incurred costs or damage as a result of the disaster. Units of government and eligible private non-profit organizations within the area declared a disaster will be contacted by state and local officials so that they may apply for grants. Detailed information on the Public Assistance Program may be found on the web at Federal Emergency Management Agency (FEMA) - Public Assistance Program and Illinois Emergency Management Agency - Eligibility Information.

### **Hazard Mitigation Grant Program**

The Hazard Mitigation Grant Program provides grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the grants is to implement measures to reduce disaster losses and protect life and property from future disaster damages. Find detailed information on the Federal Emergency Management Agency's (FEMA) - Hazard Mitigation Grant Program.

### **For Additional Information:**

- Get Prepared - American Red Cross: <http://www.redcross.org/prepare>
- Illinois ready.gov disaster planning site: <http://www.illinois.gov/ready/Pages/default.aspx>
- Ready.gov - U.S. Department of Homeland Security: <http://www.ready.gov/>
- Emergency Planning:  
[http://www.illinois.gov/ready/SiteCollectionDocuments/IHS\\_Emergency\\_Planning.pdf](http://www.illinois.gov/ready/SiteCollectionDocuments/IHS_Emergency_Planning.pdf)
- Illinois Department of Insurance: <http://insurance2.illinois.gov/HomeInsurance/disaster.asp>
- Village of Godfrey website: <http://www.godfreyil.org/>
- Godfrey Fire Protection District website: <http://www.godfreyfire.com/>

## Important Godfrey phone numbers:

- **POLICE - FIRE - EMS - EMERGENCY:** **911**
- Godfrey Fire (Non-Emergency): (618) 466-0131
- Madison County Dispatch (Non-Emergency): (618) 692-4433
- Mayor's Office: (618) 466-3324
- Animal Control: (618) 466-5211
- Public Works: (618) 466-3133
- Building & Zoning: (618) 466-1206
- Township Supervisor: (618) 466-3378
- Village Sewer Dept.: (618) 466-3334
- Village Clerk: (618) 466-3381
- Ameren ILLINOIS: (800) 755-5000 \* to report an outage or gas leak\*
- Local Water Departments - IL American Water: (800) 422-2782  
Jersey Rural Water: (618) 498-9534  
Fosterburg water: (618) 259-0935  
Brighton Water: (618) 372-8484

### Resident / Homeowner's notes:

### Resident / Homeowner's insurance company and contact #:

- Gas shutoff valve location:
- Electric breaker box location:
- Water main shutoff valve location: