



Manual

LANDISBURG BOROUGH EMERGENCY MANAGEMENT



Updated January 2018

Where to turn in
an emergency

Types of
emergencies

How to be
prepared when
emergencies
strike

Preparedness
Resource for the
whole family

Emergency Ready
Information

**LANDISBURG
BOROUGH**

PO Box 202
Landisburg, Pa 17040

717-610-3310

www.landisburg.org

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Dear Borough Resident,

When disaster strikes, that is when the real test of preparedness comes to the forefront. There will be times when you may be aware of an emergency situation heading your way but, there will be just as many situations where an emergency will occur and the date nor the time will be known. For this reason, this “Disaster Preparedness Manual” has been created to provide you, the resident, with the tools and resources necessary to be able to ensure that your home and all who live within are prepared.

Disasters can range from downed power lines, power outages, flash flooding, fires, blizzard conditions, winter white-outs, lightning strikes, earthquakes, tornadoes, hurricanes, biological hazards and even terrorist attacks. While many may not be as common, it is important to be prepared for anything.

The Landisburg Borough Council takes emergency management and emergency preparedness seriously and desires for all residents within the borough limits to do the same. As your Borough Council, we are here to serve and provide a safe, clean and prepared community. But, it takes an entire town to ensure that this comes to pass.

We encourage each and every one of you to take advantage of this manual. Use it to prepare now for the worst in the hopes that only the best will happen. But, just in case, use this manual and the information found within to be able to ensure that all who live in your home are ready to act when the time calls for it

Sincerely,

Landisburg Borough Government

Mayor Francis Ewing
Council President Stephen Kowalewski
Council Vice President Jacob Baughman
Council Secretary/Treasurer Thomas Gates

Councilman Harold Gilbert
Councilman Kenneth Morrison
Councilman Richard Garber
Councilman Robert Nulton

Emergency Contacts

- **Landisburg Borough Emergency Management** – www.landisburg.org
 - Jacob Baughman – Emergency Management Coordinator
 - 717-877-5107
- **Landisburg Fire Company** – www.landisburgfireco.com
 - Carl Nace – Fire Chief
 - 717-789-3080
- **Landisburg Borough Code Enforcement**
 - Harry Nazarro – Borough Code Enforcement Officer
 - boroughofficer@yahoo.com
- **Perry County Emergency Management Agency** – www.perryco.org
 - Richard Fultz – Agency Director
 - 717-582-2121 Ext. 226
 - 717-582-7320 - Fax
- **Pennsylvania State Police (Newport)** – 717-567-3110 or Dial 9-1-1
- **Pennsylvania Emergency Management Agency (PEMA)** – www.pema.pa.gov
 - 717-651-2001
- **Federal Emergency Management Agency (FEMA)** – www.fema.gov
 - 1-800-621-3362
- **Pennsylvania Department of Homeland Security** – www.homelandsecurity.pa.gov
- **United States Department of Homeland Security** – www.dhs.gov
- **American Red Cross** – www.redcross.org
 - 1-800-733-2767
- **American Red Cross – Harrisburg** – www.redcross.org
 - 717-243-3101
- **Pennsylvania Department of Health** – www.health.pa.gov
 - 877-724-3258
- **Center for Disease Control and Prevention** – www.cdc.gov
 - 215-597-3311

Emergency Management Terminology

ADVISORY – A National Weather Service (NAS) term that means conditions may become life threatening if caution is not exercised.

ALERT SIGNAL – Emergency signal used to direct residents to the Emergency Alert System; may be sounded over siren system.

EMERGENCY ALERT SYSTEM (EAS) – A system of select radio stations used to warn the public about emergency situations and response.

EVACUATION – Relocation to a designated reception area or shelter.

HAZMAT – Stands for hazardous materials. These are chemicals that can cause harm to humans, animals or the environment.

HOMELAND SECURITY ADVISORY SYSTEM – A five-stage, color-coded terrorist activity warning system.

NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION (NOAA) - Supplies information pertaining to the state of the oceans and the atmosphere and produces weather warnings and forecasts through the National Weather Service.

NATIONAL WEATHER SERVICE (NWS) – Part of the Department of Commerce, the service provides weather, hydrologic, and climate forecasts and warnings for the United States.

SHELTER – A mass care facility that provides a place to stay, food and water for those who have been evacuated.

SHELTER IN PLACE – To seek protection in your home, place of employment or other site where you are located when a disaster strikes.

WARNING – A National Weather Service term that means severe weather or dangerous events are occurring or are imminent.

WATCH – A National Weather Service term that means conditions are favorable for severe weather or dangerous events to occur. Be alert, monitor NOAA Weather Radio, or any other weather information source, and be prepared to take immediate action if the watch is upgraded to a warning.

FAMILY DISASTER PLANNING

Disasters can strike at any moment and without warning. You may only have seconds or minutes to react to an emergency when it presents itself. Are you ready?

1. Discuss disasters or emergencies, likely to occur in the borough and where your home is located?
2. Do you have a back-up plan in place in case you are unable to return to your home or are unable to stay in your home for a given amount of time?
3. Do you have emergency kits, food storage to live off of in the case that you are unable to make it to the store for the first 72 hours after an emergency occurs?
4. Do you have an emergency kit in your vehicle(s) in case you are trapped in it for an extended period of time?
5. Is there anyone in your home that has a physical or mental impairment or disability who may need assistance in the case of an emergency?
6. If you have any pets, are you prepared to evacuate or care for them in an emergency?
7. Do you have an evacuation plan with a set meeting place in the case that you are separated during an emergency?
8. Does your home have a first aid kit and a fire extinguisher to aid you in an emergency?

A disaster will strike and when it does, our desire is to help prepare all of our residents to be able to answer the above questions with confidence and certainty. Please continue through this manual for more tools and resources to help you and your family through disasters.

Create your own Family Plan

1. Meet with your family and discuss the need for a family plan and the responsibilities of each member of your family.
2. Discuss the different disasters listed here in this guide and create a plan of actions for each type.
3. Discuss family evacuation procedures for members of your family including family pets.
4. Ensure you have an out-of-area friend or family member where you can turn to in the case of an extreme emergency.
5. If you are not immediately affected by the disaster, see who in your neighborhood can be assisted during that time of emergency. (Example: Elderly and disabled individuals)
6. Obtain information on the disaster plan at your place of work, children's school or daycare facility and any other places where your family may regularly attend.
7. Complete emergency preparedness information for you and your family, make copies and provide this information to other family members or caregivers in case of an emergency.
8. Make copies of your emergency family plan and be sure that all members of your family have a copy for reference.
9. Teach children how to call 9-1-1 and when it is appropriate to call the police.
10. Make sure all family members know when it is necessary to turn off water, electric or gas.
11. Check your insurance coverage and make sure it covers all the necessities of your home.
12. Install an ABC type fire extinguisher in your home along with smoke detectors and carbon monoxide detectors for your protection.
13. Stock emergency supplies along with sufficient food storage including a 72-hour kit for each member of your family (be sure to include pets).
14. Take first aid and CPR classes.
15. Determine and mark the best escape routes in your home in the case of an emergency.
16. Locate safe spots in your home in case a disaster occurs.
17. Review your plan every six months and make any necessary updates.
18. Conduct fire and/or emergency disaster evacuation drills.
19. Test and recharge your fire extinguishers.
20. Test all smoke detectors monthly, replacing batteries as needed.
21. Replace stored water and food storage every six months to ensure freshness.

OUT-OF AREA CONTACT

NAME _____
CITY _____ STATE _____
DAY _____ EVENING _____ CELL _____

LOCAL CONTACT

NAME _____
CITY _____ STATE _____
DAY _____ EVENING _____ CELL _____

NEAREST RELATIVE

NAME _____
CITY _____ STATE _____
DAY _____ EVENING _____ CELL _____

FAMILY WORK NUMBERS

FATHER _____ MOTHER _____ OTHER _____

FAMILY PHYSICIANS NAME _____ PHONE _____
FACILITY NAME _____ FACILITY ADDRESS _____
INSURANCE COMPANY _____

EMERGENCY SERVICES IN A LIFE-THREATENING EMERGENCY, DIAL 911.

MEETING POINTS OUTSIDE YOUR HOME

LOCATION 1. RIGHT OUTSIDE OF YOUR HOME.

LOCATION 2. AWAY FROM YOUR NEIGHBORHOOD, IN CASE YOU CANNOT RETURN HOME.

“Disaster Supplies Kit”

There are six basics you should have in your home in case of any emergency. They are: water, food, a first aid kit, clothing and bedding, tools and supplies, and special items. Items you would need in case of an evacuation should be kept in a “Go Kit”, an easy-to-carry container such as a large covered trash container, a backpack or a duffel bag. You also should keep a smaller version of a disaster supply kit in your car. Below are listed some items from each of the basic categories which you may want to consider. For more information, visit www.pema.pa.gov, www.homelandsecurity.pa.gov or www.health.pa.gov.

WATER: Store one gallon of water per person per day.

☐ Have a three-day supply (replace supply every six months).

CLOTHING AND BEDDING: Include at least one complete change of clothing and footwear per person.

☐ Sturdy shoes or work boots ☐ Sunglasses ☐ Blankets and/or sleeping bags ☐ Rain gear
☐ Thermal underwear ☐ Hats and gloves

SPECIAL ITEMS: Remember family members with special needs such as infants and elderly or disabled individuals.

FOR CHILDREN:

☐ Baby formula/food ☐ Powdered milk ☐ Diapers ☐ Medications ☐ Bottles
☐ Games/Activities FOR ADULTS ☐ Prescription drugs ☐ Contact lenses and supplies
☐ Heart and high blood pressure medicines ☐ Extra eyeglasses ☐ Insulin
☐ Playing cards and books ☐ Denture needs ☐ Important legal documents

FOR PETS:

☐ Medications and medical records ☐ Copies of licenses ☐ Food and water
☐ Current photo for identifying ☐ Cat litter/pan ☐ Name and phone number of vet

FOOD: Store at least a three-day supply of non-perishable food for each person. Select foods that require no refrigeration, cooking or preparation. Select food items that are compact and lightweight and rotate the food supply every six months.

- ☐ Ready-to-eat canned meats, fruits, and vegetables ☐ Soups, bouillon cubes, or dried soups
- ☐ Milk—boxed powdered or canned, requiring no refrigeration ☐ Baby formula/food
- ☐ Sugar cookies ☐ Hard candy ☐ Sugar ☐ Salt ☐ Pepper
- ☐ Juices—canned, boxed, powdered or crystallized
- ☐ Smoked or dried meats such as beef jerky ☐ Vitamins
- ☐ High energy foods—peanut butter, nuts, trail mix **TOOLS AND SUPPLIES**
- ☐ Mess kits or paper cups, plates, plastic utensils
- ☐ Battery- or gyro-operated radio and extra batteries ☐ Small fire extinguisher
- ☐ Flashlight and extra batteries ☐ Paper and pencil/pen ☐ Non-electric can opener
- ☐ Utility knife ☐ Tent ☐ Plastic sheeting ☐ Duct tape ☐ Pliers ☐ Compass ☐ Signal flare
- ☐ Needles and thread
- ☐ Aluminum foil ☐ Matches ☐ Shut-off wrench for gas and water ☐ Work gloves
- ☐ Plastic storage containers ☐ Medicine dropper ☐ Cash or travelers checks and change
- ☐ Dust mask (for dust/debris) ☐ Toilet paper ☐ Personal hygiene items ☐ Feminine supplies
- ☐ Disinfectant ☐ Plastic garbage bags and ties ☐ Soap ☐ Household chlorine bleach
- ☐ Small shovel (to dig toilet, etc.) ☐ Plastic bucket with tight lid (indoor toilet)

HOW TO STORE WATER: Store your water in thoroughly washed, plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are best. You also can purchase food-grade plastic buckets or drums. Rotate water every six months.

FIRST AID KIT: You should have two first aid kits—one for your home and the other for your car.

- Each kit should include:
- ☐ Sterile adhesive bandages (assorted sizes)
 - ☐ Gauze pads (2- and 3-inch) ☐ Triangular bandages ☐ Hypoallergenic adhesive tape
 - ☐ Sterile roller bandages (2- and 3- inch) ☐ Scissors ☐ Tweezers ☐ Needle
 - ☐ Safety razor blade ☐ Safety pins (assorted sizes) ☐ Bar of soap ☐ Moist towelettes
 - ☐ Non-breakable thermometer ☐ Antiseptic spray ☐ Latex gloves
 - ☐ Petroleum jelly or other lubricant ☐ Tongue blades and wooden applicator sticks
 - ☐ Aspirin and non-aspirin pain reliever ☐ Antacid ☐ Laxative ☐ Eye-wash ☐ Rubbing alcohol
 - ☐ Antiseptic or hydrogen peroxide ☐ Anti-diarrhea medication ☐ Emetic (to induce vomiting)

PANDEMIC PLANNING

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population and begins to cause serious illness and then spreads easily person-to-person worldwide. The federal government, states, communities and industry are taking steps to prepare for and respond to an influenza pandemic.

A pandemic is likely to be a prolonged and widespread outbreak that could require temporary changes in many areas of society, such as schools, work, transportation and other public services. An informed and prepared public can take appropriate actions to decrease their risk during a pandemic. In preparing for a pandemic, increase your emergency supplies to cover at least one month. For additional information on pandemic planning go to www.pandemicflu.gov.





What to do in an Emergency

- **IF YOU ARE TOLD TO EVACUATE, DO SO IMMEDIATELY**
 - Take your Go Kit
 - Secure your home as you would for a three-day trip

- **IF YOU ARE TOLD TO STAY INSIDE - SHELTER-IN-PLACE**
 - This is a precaution aimed to keep you safe while remaining indoors. It means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.
 - Close and lock windows and doors
 - If directed, turn off ventilation systems, water and gas
 - Seal gaps under doorways and windows with duct tape
 - If you suspect chemical or biological agents have entered your house, move to a safe room in the interior of the house on a higher floor, if possible
 - If harmful vapors do enter, cover your mouth and nose with a cloth
 - Keep Pets inside
 - Stay inside until authorities say it is safe

Emergency Supplies Checklist

Emergency Kit Visual Checklist for Disaster Supplies

 Water	 Food	 Prescription Medications	 First Aid Kit	 Baby Supplies	 Pet Supplies	 Bleach & Eye-dropper
 Mylar Blanket	 Blankets	 Sleeping Bag	 Glasses & Eye Protection	 Extra Clothing	 Personal Hygiene	 Towelettes
 Towels	 Sanitation	 Plastic Sheeting	 Tube Tent	 Backpack	 Dust Mask	 Work Gloves
 Flashlight	 Batteries	 Matches	 Candles	 Lightsticks	 Knife	 Multi-purpose Tool
 Wrench, Pliers, Crowbar	 Rope / Cord	 Duct Tape	 Can Opener	 Kitchen Items	 Scissors	 Fire Extinguisher
 Compass	 Pen & Paper	 Radio	 Cell Phone & Charger	 Whistle	 Signal Mirror	 2-way Radios
 Emergency Guide/Plan	 Family Documents	 Maps	 Camera	 Games & Books	 Extra Keys	 Cash, Travelers Checks, Coins

References



Federal Emergency Management Agency
www.fema.gov



1. Get a kit
2. Make a plan
3. Be informed

Checklist prepared with guidance from Craig Ball-chen, Tracy Burt, Adele Dornan, Michelle Gregory, Hilda Kenealy PhD, Andy Parish, Lisa Peller, Mark Groves PhD, June Stephens, Terence Suggett and Bob Voss.

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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 three days. 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. In addition, basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer.

Ready America



Emergency Combat Kit Guide
www.stephensplanning.com/emergencykit.pdf



Homeland Security Advisory System – Terrorist Activity

The Homeland Security Advisory System is designed as a simple way to communicate information regarding the risk of terrorist activity. It provides warnings through a set of color-coded “Threat Conditions” that change to reflect current risk. There are 5 alert stages that range from green for low risk to red for severe risk. A specific color-coded threat condition may be assigned for the entire nation or may be different for areas of the country. Threat conditions also may be different for certain industrial facilities such as power plants or chemical factories.

You can always find the most up-to-date information on threat conditions on the Pennsylvania Homeland Security website located at www.homelandsecurity.pa.gov. In Pennsylvania, the nine Regional Counter Terrorism Task Forces, Pennsylvania Emergency Management Agency and the Pennsylvania Department of Health will coordinate any actions by government, businesses and volunteer organizations in response to changes in threat conditions. At right are examples of actions the state will take at each threat level and steps you need to take to better protect yourself, your family and your home.

GREEN: LOW RISK	<ul style="list-style-type: none"> • Develop a family emergency plan. Share it with family and friends, and practice the plan. • Create an "Emergency Supply Kit" for your household. • Know where to shelter and how to turn off utilities (power, gas, and water) to your home. • Examine volunteer opportunities in your community, such as Citizen Corps, Volunteers in Police Service, Neighborhood Watch or others, and donate your time. Consider completing an American Red Cross first aid or CPR course, or Community Emergency Response Team (CERT) course.
BLUE: GUARDED RISK	<ul style="list-style-type: none"> • <i>Complete recommended steps at level green.</i> • Review stored disaster supplies and replace items that are outdated. • Be alert to suspicious activity and report it to proper authorities.
YELLOW: ELEVATED RISK	<ul style="list-style-type: none"> • <i>Complete recommended steps at levels green and blue.</i> • Ensure disaster supplies are stocked and ready. • Check telephone numbers in family emergency plan and update as necessary. • Develop alternate routes to/from work or school and practice them. • Continue to be alert for suspicious activity and report it to authorities.
ORANGE: HIGH RISK	<ul style="list-style-type: none"> • <i>Complete recommended steps at lower levels.</i> • Exercise caution when traveling, pay attention to travel advisories. • Review your family emergency plan and make sure all family members know what to do. • Be patient. Expect some delays, baggage searches and restrictions at public buildings. • Check on neighbors or others that might need assistance in an emergency.
RED: SEVERE RISK	<ul style="list-style-type: none"> • <i>Complete all recommended actions at lower levels.</i> • Listen to local emergency management officials. • Stay tuned to TV or radio for current information/instructions. • Be prepared to shelter or evacuate, as instructed. • Expect traffic delays and restrictions. • Provide volunteer services only as requested. • Contact your school/business to determine status of work day.

After An Emergency Occurs

During and after an emergency, it is important to stay calm. Even after an event, there may still be many dangers. What seems like a safe distance or location may not actually be safe. Stay tuned to your local Emergency Alert Station and follow the advice of trained professionals. Unless told to evacuate, avoid roads to allow emergency vehicles access. What you do next can save your life and the lives of others.

- ✓ Remain calm and assist family members or neighbors who may be vulnerable if exposed to extreme heat or cold. Locate a flashlight with batteries to use until power comes back on.
- ✓ Do not use candles — this can cause a fire.
- ✓ Turn off sensitive electrical equipment such as computers, VCRs and televisions to prevent damage when electricity is restored.
- ✓ Turn off major electrical and gas appliances that were on when the power went off. This will help to prevent power surges when electricity is restored.
- ✓ Keep your refrigerator and freezer doors closed as much as possible to keep in cold.
- ✓ Do not use the stove to heat your home — this can cause a fire or fatal gas leak.
- ✓ Use extreme caution when driving. If traffic signals are out, treat each signal as a stop sign — come to a complete stop at every intersection and look before you proceed.
- ✓ Do not call 911 to ask about a power outage. In case of a power outage, use battery-operated equipment to listen to news and radio stations for updates.

OUT-OF-AREA CONTACT SUMMARY

This is one of the most important concepts in your disaster plan. When disaster occurs, you will be concerned about the welfare of your loved ones. In a disaster, local telephone service may be disrupted. However, long-distance lines, because they are routed many different ways out of your community, may be open. It also is important to remember that the telephone company's emergency telephone network is the pay telephone system. They will restore it before the rest of the system. So, if you have change to make a pay telephone call and an out-of-area contact, you may be able to communicate with loved ones in the disaster area indirectly through your out-of-area contact.

MEETING POINTS

After a disaster, it may be impossible for family members to return home for one reason or another. It is very important that you select a meeting point in the community where you can join the members of your household.

HOW CAN I HELP?

- ✓ Contact the American Red Cross to find out how to donate blood.
- ✓ Contact the relief agencies/organizations in your area to see what they may need, such as clothing or food.
- ✓ Take a Basic First Aid or CPR class.
- ✓ Consider joining the Landisburg Volunteer Fire Company.
- ✓ Form a neighborhood watch program to be better prepared for potential future events.
- ✓ Contact the Landisburg Borough Emergency Management Coordinator for additional ways to help.



EMERGENCY NEEDS SURVEY

If someone in your household is identified with an emergency need, please complete the form and send to Emergency Management & Planning. Please copy the survey and send a separate form for each person identified. Please mail this form to: PO Box 202, Landisburg, Pa 17040.

(PLEASE PRINT)

Name _____
Address _____
City/Town _____ State _____ Zip _____
Telephone _____

Check all that apply:

- ☐ Hearing difficulty
Requiring special notification ☐ Yes ☐ No
☐ Legally blind
☐ Physically disabled List aids: cane, walker, wheelchair, etc.

☐ Requires a special vehicle to leave home Wheelchair, van, etc., please describe:

☐ Needs transportation (cannot ride with friend, relative, neighbor)

Do you have a radio or television? ☐ Yes ☐ No

If no, how would someone provide you with an emergency message?

Other needs/Additional information:

This information is considered to be confidential and will be used for emergency purposes only. You will be contacted by Emergency Management Personnel to better serve you in the event of an emergency.