

City of Centerville Emergency Preparation Guide



Prepared by The City of Centerville
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CENTERVILLE EMERGENCY PREPARATION GUIDE

The City of Centerville has prepared the following information to keep our residents informed of The City’s emergency operations procedures. We recommend you review this information and develop a plan for your family or work site. For more information, call the Centerville Municipal Offices at 433-7151 or visit our website: www.centervilleohio.gov .

CONTENTS

How The City of Centerville is Prepared for Emergency.....	1
Where to go for Emergency Assistance.....	1
Important Phone Numbers.....	2
How The City of Centerville will Inform Residents about Emergency Situations.....	2
How to Prepare in Advance.....	3
What to Have on Hand.....	3
Water.....	4
Other Preparedness Items to Consider.....	5
Severe Weather/Winter Storms.....	7
Power Outage.....	8
Shelter Usage.....	8
Suspicious Mail.....	9
Food Shelf-Life Recommendations.....	10

HOW THE CITY OF CENTERVILLE IS PREPARED FOR EMERGENCY

The City of Centerville and Washington Township have a joint Emergency Operations Plan to enact in case of such an event. "We want residents to know that in case of emergency, we are prepared to ensure the safety and security of our community," says City Manager Greg Horn.

Although both Centerville and Washington Township have their own disaster plans, by joining forces in an emergency, the two governments can better serve the community by sharing resources, staff, and equipment. The two governments have prepared a comprehensive plan that involves preplanning for:

- Maintaining joint communications
- Maintaining shelters for displaced persons
- Having both Public Works departments prepared to clear streets and conduct damage assessment
- Keeping the public up-to-date with any emergency information
- Working with Centerville City Schools for transportation, shelters and radio emergency broadcasting

All members of the Emergency Operations Team wear a cell phone at all times in order to be notified of an emergency. Individuals have been trained to respond with specific duties in time of crisis.

The city and township have two emergency operation centers that are well-equipped and prepared to handle a disaster. These centers feature:

- Emergency generators
- Emergency communications capabilities
- Work stations for each function of the Emergency Operations Center

WHERE TO GO FOR EMERGENCY ASSISTANCE

City of Centerville and Washington Township government officials remind residents that while no unusual problems are anticipated, in the event of an emergency, the following stations will be open:

Fire Station 41, 163 Maple Street
Fire Station 42, 45 W. Whipp Road
Fire Station 43, 10499 Dayton Lebanon Pike
Fire Station 44, 6690 Centerville-Business Parkway
Fire Station 45, 8328 McEwen Road
Centerville Police Building, 155 West Spring Valley Road
Washington Township Fire Headquarters, 8320 McEwen Road

In the unlikely event of a telephone failure, these facilities will serve as reporting stations for police, fire or medical emergencies. Residents should go to the police or fire station closest to their home for assistance. **Only persons with an emergency should report to these locations.**

IMPORTANT PHONE NUMBERS

Residents are asked to call 911 for emergencies only. The 911 lines must remain clear to handle true emergency calls. Questions or concerns should be directed to the Police non-emergency line at 433-7661, Fire Dispatch non-emergency line at 433-7644 or Centerville Municipal Offices at 433-7151.

OTHER INFORMATION

Washington Township Fire Department Headquarters: 433-3083 and

<http://www.washingtontwp.org/fire>

Dayton Power and Light: 331-3900 and <http://www.dpandl.com/>

Vectren Energy Delivery (Gas service): 1-800-227-1376 Option #1 for emergency and www.vectren.com

Dayton Chapter of the Red Cross: 222-6711 and <http://www.dac.redcross.org/>

U.S. Department of Homeland Security: www.ready.gov

HOW WILL I RECEIVE EMERGENCY INFORMATION?

Should there be a community-wide emergency; citizens are asked to listen to the Centerville High School radio station, WCWT, 107.3 FM, for information. All local media will be contacted and carry any news of the emergency.

**Following is an Emergency Preparation Guide
The City of Centerville has prepared.
It is also available on the Centerville website: www.centervilleohio.gov
Call 433-7151 for more information.**

EMERGENCY PREPARATION GUIDE

If a disaster occurs, it is important for you and your family to be prepared. Here are a few steps to take now to start your plan. This information was gathered from the Centerville Police Department and the Federal Emergency Management Agency. This is simply a guide to help prepare you and your family for emergency situations. For more information, contact the local Red Cross, 222-6711, or visit some emergency information websites including FEMA at www.fema.gov, the Ohio Public Safety--Emergency Management Agency (EMA) www.state.oh.us/odps/division/ema and the Centers for Disease Control and Prevention (CDC) www.cdc.gov

HOW TO PREPARE IN ADVANCE

As in any crisis situation, it is important to exercise good judgment. Repeated rehearsals of your emergency plan will assist your family during a real emergency.

- Be ready for the type of disaster that could occur
 - Tornado
 - Flood
 - Winter Weather
 - Fire
 - Other
- Hold a family meeting
 - Discuss what steps to take in case of disaster
 - Post emergency phone numbers, install smoke detectors
 - Determine escape routes, assemble supply kits, and take first aid and CPR courses
- Practice and maintain the emergency plan
 - Practice your plan regularly so that all family members will remember what to do when disaster strikes.
- Develop an emergency communication plan
 - In case family members are separated during a disaster, have a plan for getting back together. Know how to contact other household members through a common out-of-state contact in the event you are separated.
 - Have a plan to assist those who may require special assistance, infants, elderly people and those with disabilities

WHAT TO HAVE ON HAND

- Flash lights and extra batteries
- Portable, battery-operated radio or TV
- First aid kit and manual
- Emergency food--canned and powered food with long shelf life
- Emergency water--one gallon per person per number of days you're preparing for
- Manual can opener
- Essential medicines
- Cash and credit cards
- Alternative sources of heating your home and/or cooking food--be sure to know how to operate
- Extra blankets and sleeping bags
- Fire extinguisher
- Cell Phone (note that cell service may not be operating)

WATER

Some bottled water stored in a cool dry location within your home is a vitally important aspect of any preparedness pantry and should be regularly utilized and replaced in rotation to assure freshness. This will provide you with water for drinking, washing, and flushing toilets.

1. Thoroughly rinse two-liter plastic pop bottles
2. Fill with tap water
3. Treat with chlorine bleach to kill any bacteria present and prevent future bacteria growth (use unscented chlorine bleach and carefully follow the instructions on the label or see below)
4. Tightly reseal the bottle cap

In an emergency situation you also have, hidden from view, usable water reserves in your hot water tank as well as the water awaiting usage in your plumbing. (There are several home repair manuals available at the library and various Internet sites that can easily guide you, step by step, to safely draw from these usable water sources.)

How much will I need? Plan on one gallon of water, per person, per day. If you have a family of four it would require having 4 gallons of available water per day multiplied by whatever number of days you prefer to have available. Once again, a minimum 3-day reserve is recommended on up to 30 days' worth. As a safety issue, keep in mind that water is extremely heavy and takes up a considerable amount of storage space, so choose your amounts and storage containers carefully so as to prevent injury.

When should I begin storing some emergency water? Start now and get yourself into a regular rotation of use and replenishment so that it will be available whenever you need it.

Ratio of Bleach to Water for Purification

2 drops of regular bleach per quart of water

8 drops of regular bleach per gallon of water

1/2 teaspoon regular bleach per five gallons of water

NOTE: if water is cloudy, double the recommended dosages of bleach

Only use regular bleach, not scented)

To ensure bleach is at full strength, replace storage bottles every three months

OTHER PREPAREDNESS ITEMS TO CONSIDER

Assuming that electricity, water, natural gas, waste water treatment and telecommunications could be disrupted at any time during the year due to a weather-related calamity, construction accident, or other man-made disaster, a generous supply of the following items are advisable to have available in larger quantities in the event they are needed:

- Paper plates, cups, and plastic utensils (to conserve water)
- Aluminum foil
- Extra toilet paper
- Extra paper towels
- Heavy duty plastic garbage bags
- Waterless soaps
- Extra firewood
- Plenty of spare batteries
- A supply of flashlights
- Propane gas grill (extra tank)
- Consider purchasing a cellular phone as a back-up to your home system. It may provide a certain level of reassurance from a safety and security perspective while traveling in your car and when you are out and about. Consider buying a spare battery with your cellular phone as back-up.
- Conserve your home's optimum temperature by minimizing any unnecessary entering and exiting of your house.
- In cold weather, utilize layers of clothing and a fireplace if available. Be sure to have plenty of firewood, kindling, and matches. It may be wise to close off areas of the home outside of the area being warmed by the fireplace to conserve heat and minimize firewood usage.
- Alternate non-electric methods of heating portions of your home are readily available through a variety of sources including home improvement stores, hardware stores, larger sporting goods stores, and camping supplies stores. Follow the manufacturer's guidelines and recommendations. Most units available utilize "white gas" and propane as a fuel source.
- Instead of candles, utilize non-toxic light sticks, available at local hardware stores, to provide adequate lighting during dark hours. These light sticks come in a variety of colors and duration. "White" light sticks, which remain operational for 8 to 12 hours after activation, are recommended.
- Have an emergency fire extinguisher(s) readily available in several locations throughout your home, particularly in locations where an open flame may be present. Candles are not recommended.
- Have several battery-operated smoke detectors functioning throughout your home as a backup to any electric detectors, particularly near your sleeping quarters. Be sure to have adequate supplies of batteries readily available to power the detectors. (You should routinely change your batteries with the seasonal Daylight Savings Time changes.)
- Have several battery-operated carbon monoxide detectors functioning throughout your home as a backup to any electric detectors, particularly in areas regularly utilized by family members. Be sure to have spare batteries or other required power cartridges. (You should routinely change your batteries with the seasonal Daylight Savings Time changes.)

- Minimize opening and closing your refrigerator and freezer to conserve the cold. If the temperature outside is cold enough (40 degrees Fahrenheit or lower), place food in coolers or screened-in porch enclosures to keep food from spoiling. Build up some extra ice and keep it in storage to keep food cold in the event of a sustained power outage. Ice will remain frozen for a long time.
- In the event that your stove is inoperable during a power outage, you may consider using catering trays utilizing sterno, or an outdoor propane gas grill--outdoors, only. Have extra sterno available, as well as matches or a butane light wand to light the same. Make sure your propane tank is filled, and consider the purchase of an extra tank.
- Minimize driving your car and prolonged warm-up periods to conserve gasoline. Remember, if the power is out, gas stations are also experiencing difficulty pumping gas out of the ground. There are very few pumps that can be operated manually. (Know how to disable your electric garage door opener for manual use.)
- Check out a full-service sporting goods store or a camping supply store for countless options to cooking, home heating, and essential preparedness supplies.
- Consider staying with friends or relatives outside of your area who may be unaffected. You may even consider utilizing hotel accommodations.
- Consider utilizing a community shelter, assuming there is one to go to, only after having exhausted all of your resources.

CAUTION

- DO NOT utilize any heating devices within your home without examining all of the potential hazards associated with its usage. This would include utilizing a natural gas powered stove for heat or any other device designed for outdoor use only.
- DO NOT run your automobile in an enclosed area such as your garage at any time, particularly if you decide to utilize it as an alternate source of keeping warm, which is generally not recommended. It's a good idea as a general safety precaution to slightly open a window to allow some fresh-air ventilation at all times. Carbon monoxide is a colorless and odorless gas that can lead to serious injury and/or death.
- DO NOT operate a gas or diesel-powered generator from within your home or garage due to the risk of carbon monoxide poisoning.

SEVERE WEATHER/WINTER STORMS

Vehicle Maintenance

- Keep vehicles fueled with at least a half tank of gas and in good repair
 - Install good winter tires
 - Keep the following in your car
 - Windshield scraper and small broom for ice and snow removal
 - Food and water, a supply of high energy "munchies" and several bottles of water
 - Winter Car Kit
 - Flashlights with extra batteries
 - First aid kit with pocket knife
 - Necessary medication
 - Several blankets
 - Sleeping bags
 - Extra newspapers for insulation
 - Plastic bags (for sanitation)
 - Matches
 - Extra set of mittens, socks, and a wool cap
 - Rain gear and extra clothes
 - Small sack of sand for generating traction under wheels
 - Small shovel
 - Small tools (pliers, wrench, screwdriver)
 - Booster cables
 - Set of tire chairs or traction mats
 - Cards, games, and puzzles
 - Brightly colored cloth to use as a flag
 - Canned fruit and nuts
 - Manual can opener
 - Bottled water

Winterize your home

- Insulate walls and attic
- Install storm windows or cover windows with plastic
- Have safe emergency heating equipment available
- Keep pipes from freezing
 - Wrap pipes in insulation or layers of old newspapers
 - Cover the newspapers with plastic to keep out moisture
 - Let faucets drip a little to avoid freezing.
- Know how to shut off water valves

OUTDOORS

Dress warmly; wear loose-fitting, layered, light-weight clothing, mittens, and a hat

- Cover your mouth
- Avoid overexertion
- Be aware of the symptoms of dehydration
- Keep dry--change wet clothes frequently

POWER OUTAGE

First and foremost, don't panic! There is no substitute for a calm head and common sense. **Electric outages** can occur at almost any time, year 'round, and are typically attributable to the unavoidable forces of Mother Nature and members of the "wild kingdom" straying into forbidden territory and gnawing their way to an untimely death by electrocution.

Please **DO NOT** contact the police department if you experience an outage that is neighborhood-wide. Streetlights, surrounding neighbors without lights, various non-functioning business billboards would be indicators of a neighborhood or community-wide outage. The police department will already be aware of the situation. **It is critical that everyone understand that an inundated system with unnecessary calls may prevent a life-threatening emergency from being promptly connected and handled.**

NOTE: If you have reason to believe your outage is specific to only your home, contact your local power company or a qualified electrician. Call Dayton Power & Light at 331-3900.

TRAFFIC SAFETY CONSIDERATIONS

There are two traffic-related issues that you should take into consideration every day:

1. If traffic lights sustain power failure, be sure to utilize extreme caution on approach to any intersection, regardless of its location. Plan on stopping and proceeding cautiously, even after having checked carefully.
2. Always scan an intersecting roadway before entering just in case an emergency vehicle is approaching, or a reckless operator is about to enter the intersection illegally. Always look in both directions of the railroad tracks prior to crossing them. Gate crossing malfunctions, although rare with an approaching train, can occur from time to time due to any number of system failures. Blind faith in mechanized systems is ill advised when your senses can be utilized to verify a situation.

SHELTER USAGE

Remember to exhaust every resource prior to utilizing any shelter provided by the community, which includes taking up residence in an area outside of the confines of the community in a hotel or staying with relatives outside the city who may be unaffected by your crisis.

If you do elect to take refuge in the shelter, take an active role in participating by bringing along a variety of necessities. This won't be anything like the comfort of your own home. Bring whatever emergency supplies you can including canned foods, dehydrated foods, freeze-dried foods, packaged foods with long shelf life, a manual can opener, bottled water (two liter pop bottles filled with tap water is fine), blankets, pillows, warm clothes in the winter months (including thermal underwear, wool hats, gloves, etc.), paper plates, plastic cups, plastic forks, plastic spoons, napkins, paper towels, tissues, gel-type waterless hand soap, aspirin, antacid, diarrhea medication, cold/flu medication, cough syrup, and a basic first aid kit to include Band-Aids, gauze pads (4"), steri-strips, cloth-style first-aid tape, hydrogen peroxide, and an antiseptic-type ointment. Bring along some books to read and games to play to pass the time. Be willing to step forward, pitch in, and lend a hand if necessary.

SUSPICIOUS MAIL

Following is information from the US Postal Service regarding suspicious mail

What should make me suspect a piece of mail?

- It's unexpected or from someone you don't know
- It's addressed to someone no longer at your address
- It's handwritten and has no return address or bears one that you can't confirm is legitimate
- It's lopsided or lumpy in appearance
- It's sealed with excessive amounts of tape
- It's marked with restrictive endorsements such as "Personal" or "Confidential"
- It has excessive postage

What should I do with a suspicious piece of mail?

- Don't handle a letter or package that you suspect is contaminated
- Don't shake, bump or sniff it
- Wash your hands thoroughly with soap and water
- Notify local law enforcement authorities

FOOD SHELF LIFE RECOMMENDATIONS

FOOD PRODUCT	STORAGE LIFE IN MONTHS
STAPLES	
Baking Powder	18 or expiration date
Baking Soda	24
Bisquick	Expiration date
Bouillon	24
Cereals	6-12
Chocolate	12
Pre-melted	18
Semi Sweet	18
Chocolate Syrup	24
Cocoa Mixes	8
Coffee	24
Coffee creamers (dry)	9
Cornmeal	12
Cornstarch	18
Argo Cornstarch	Indefinite
Country time lemonade drink mix	24
Crystal light drink mix	24
Tang drink mix	24
Kool aid drink mix	18-24
White flour	6-8
Whole wheat	6-8
Gelatin, all types	18
Jell-o	24
Grits	12
Honey	12-24
Jellies, jams	12

Molasses	12+
Marshmallow cream	3-4
Mayonnaise	2-3
Milk	12
Condensed	12
Evaporated	6
Pasta	24
White rice	24+
Minute rice	18
Bottled salad dressings	10-12
Salad oils	6
Oil – Crisco or Puritan	24
Corn oil	18
Crisco shortening	Indefinitely
Vinegar – container with plastic lid	Indefinitely
Salt	Indefinitely
Sugar	Indefinitely
Brown	18
Confectioners	24+
Granulated	24+
Syrups	12
Tea	18
Bags	36
Instant	24
Vinegar	24+
MIXES AND PACKAGED FOODS	
Biscuit, brownie, muffin mix	9
Cake mixes	9
Casseroles, complete or add own meat	9-12
Cookies	2-3 wks

Krusteaz mixes	24
Pillsbury mixes	18
Betty Crocker mixes	8-12+
Jiffy mixes	24
Crackers	3
Stove top dressing mix	Expiration date
Frostings	3
Canned	8
Hot roll mixes	18
Pancake mix	6-9
Pie crust mix	8
Pies and pastries	2-3 days
Potatoes, instant	6-12
Pudding mixes	12
Rice mixes	6
Rice-a-roni/ Pasta-roni	Expiration date
Rice & sauce	10-15
Noodles & sauce	12-24
Pasta & sauce	9-12
Sauce/gravy mix	6-12
Soup mix	12
Soup base	120
Country kitchen soup	36
Toaster pastries	2-3
CANNED AND DRIED FOODS	
Canned baby foods	12
Canned tomato sauce	12
Canned cheese sauce	24-36
Canned tuna, fish & seafood	5 years
Canned cranberry sauce	Expiration date

Canned fruits	36+
Canned fruit pie fillings	24-36
Dinty Moore	Indefinitely
Spam	Indefinitely
Ham chunks	Indefinitely
Chili	Indefinitely
Dried beef	Indefinitely
Black label ham	Expiration date
Canned meat	36
Canned chicken	36
Canned soup	Expiration date
Canned tomatoes	36+
Canned vegetables	24-48
Canned baked beans	24-36
Canned black beans	24
Canned French fried onions	24
Canned Ragu spaghetti sauce	Expiration date
Canned Five brothers pasta sauce	24
Canned fruit juice	6
Juices	12-24
Dried fruits	6
Fried vegetables	12
Dried peas & beans	12
SPICES, HERBS, CONDIMENTS, & EXTRACTS	
Catsup	18-24
Chili Sauce	24
Mustard (yellow prepared)	24
Jar pickles	12-24
Spices	12-24

Steak sauce	24
Tabasco sauce	60
Extracts	24
Vanilla	12
Vegetables, dehydrated flakes	6
OTHERS	
Cheese, parmesan grated	10
Coconut, shredded canned or packaged	12
Meat substitutes TVP; imitation bacon bits	12
Metered-caloric products, instant breakfast	6
Nuts	4
In shell packages	24
Nutmeats packages	3
Peanut butter	6-9
Jif peanut butter	24
Popcorn	24
Freeze dried mushrooms	24
Whipped topping (dry)	12
Yeast (dry)	Expiration date