CHATHAM BOROUGH EMERGENCY GUIDE

Sign up for

AlertChathamBorough

www.chathamborough.org

Mayor and Borough Council

A Message from the Mayor

All of us know the importance of being prepared for an emergency. We have heard, over and over again, that we should maintain a supply of food, water, batteries and candles. But many of us have not taken the time to make sure that we are prepared for an emergency.

The purpose of this Emergency Guide is to help you prepare for an emergency before the emergency occurs, and to provide you with information that will help you during the emergency and in the recovery. In some situations, you will need to be prepared to take shelter in your home; in others, you will need to be prepared to evacuate and take shelter elsewhere. This guide provides the basic information you will need to be prepared in either situation.

This guide also provides the information you need to prepare for two different kinds of emergencies: (1) an emergency for which there is advance warning, such as a hurricane or snow storm, and (2) an emergency for which there is no advance warning, such as an earthquake or terrorist attack. For both types of emergencies, being prepared is the best defense.

We urge you to take the time to read this guide carefully with your family and begin making preparations. In fact, getting prepared for an emergency can be a family project. You should use this guide as a start; we have also listed additional resources for emergency preparedness.

Sign up for our emergency alert system — AlertChathamBorough. You can choose the kinds of information you want to be notified about and how you want to receive messages — landline, cell phone, text, e-mail or TTY/TDD. You can sign up through the Borough web site — www.chathamborough.org — or call 973-635-0674 ext. 200 for assistance in signing up.

Emergencies do happen — don't be caught unprepared!

Bruce A. Harris
Mayor

August 2013

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IMPORTANT
PUBLIC HEALTH AND PUBLIC SAFETY PHONE NUMBERS

The following are numbers for disaster and emergency related help and information.

Emergency Assistance 911

Chatham Borough Office of Emergency Management 973-417-4032

Emergency Public Notifications. . . . . AlertChathamBorough
973-635-0674 Ext. 200

Chatham Borough Non-Emergency Police and Fire 973-635-8000

211 Directory for Local Assistance Resources . . . . . 211 or 1-800-435-7555

American Red Cross of Northwest New Jersey 973-538-2160

American Red Cross • Safe and Well 1-866-GET-INFO
www.RedCross.org/SafeandWell

JCP&L (Electric) 1-800-545-7738

Madison/Chatham Health Department 973-593-3079

Morris County Office of Emergency Management 973-829-8600

Morris County Office of Health Management 973-631-5484

Morris County Prosecutor's Office. 973-285-6200

Morris County Sheriff's Office 973-285-6600

NJ Department of Health & Senior Services
Communicable Disease Service 609-588-7500

NJ Mental Health Helpline. 1-877-294-HELP

NJ Poison Information & Education Systems 1-800-222-1222

NJ State Police 609-882-2000

PSE&G (Gas) 1-800-436-7734

Call 911 in the event of a serious, life-threatening emergency.

FOUR

IMPORTANT STEPS TO FOLLOW IF THERE IS AN EMERGENCY:

1

TURN ON YOUR RADIO OR TELEVISION

Listen to an Emergency Broadcast Station for information about your area.

WMTR-AM 1250

WDHA-FM 105.5

MADISON: AM 1630

Cable television subscribers tune to Cablevision: Channel 21 or FiOS: Channel 32

2

WATCH FOR MESSAGES FROM

ALERTCHATHAMBOROUGH

3

CHECK WEBSITE

www.chathamborough.org

4

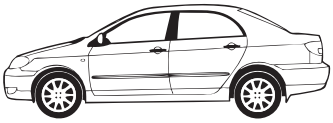
FOLLOW INSTRUCTIONS OF EMERGENCY OFFICIALS

You May Be Asked to Take Shelter at Home

(See Page 14)

-OR-

You May Be Asked to Evacuate



(See Pages 6, 12–13 & 15)

PLAN IN ADVANCE/STAY PREPARED

PREPARE YOUR HOME

- Food and water
- Supplies and tools
- First aid and sanitation (Hand Sanitizer)
- Communications—radio
- House number—Borough ordinance 188-1 requires all dwelling houses and stores which front upon any street to be properly numbered.

PREPARE TO EVACUATE

- Pack a "Go Bag."
  - Food and water
  - Supplies and tools
  - First aid kit and hand sanitizers
  - Medication
  - Communications—radio

- Know the evacuation routes.
  (See map on pages 12–13.)

- Decide on a meeting point.

OTHER PREPARATIONS

- Check insurance coverage.
- Make a list of all valuables and store in a secure place (weather resistant container).
- Check the trees on your property for dead limbs and hanging branches and have them pruned.
- Learn first aid and CPR (cardiopulmonary resuscitation).

WHEN YOU CHANGE YOUR CLOCKS, ALSO

- Replace smoke detector batteries.
- Update your emergency supplies.

Visit www.fema.gov for additional advance planning advice.

PREPARE YOUR HOME TO BE YOUR SHELTER

FOOD AND WATER

- Food for at least 3 days (dry or canned)
  - Soups and vegetables
  - Cereals and grains
  - Powdered milk
  - Be sure to have items that don't have to be heated up.
- Water for at least 3 days: 1 gallon per person per day plus water for food preparation
- Non-electric can opener
- Medications for 3 days
- Baby food
- Utensils
- Pet food

SUPPLIES AND TOOLS

- Battery-, solar- or crank-powered radio
- Battery-, solar- or crank-powered emergency lights
- Candles, oil lamps and matches
- Fire extinguisher
- Shovel, wrench, screwdriver, hammer
- Materials to secure home (boards to cover windows, plastic sheeting to seal the interior, tape, rope, nails)
- Blankets and sleeping bags
- Wood (for a fireplace or stove), fuel, oil

FIRST AID AND SANITATION

- First aid handbook
- Bandages
- Aspirin
- Disinfectants
- Pail with cover (for emergency toilet)
- Toilet paper
- Towels and rags
- Baby supplies

Replace your food supplies every 6 months; donate unexpired food to a food pantry.

Visit www.fema.gov for additional preparedness advice.

PREPARE TO EVACUATE

PACK YOUR EMERGENCY KIT/"GO BAG" AND KEEP IT IN A CONVENIENT PLACE SO YOU CAN "GRAB IT AND GO":

- Food and water for at least 3 days
- A change of clothing (dress in layers); footwear
- Bedding—two blankets per person or sleeping bags
- Medicines
- Baby supplies
- Cash
- Identification
- Maps, compass

KNOW YOUR EVACUATION ROUTES.

(See map on pages 12–13.)

HAVE A DESIGNATED MEETING PLACE FOR FAMILY MEMBERS.

Visit www.fema.gov for additional information.

PREPARATION BY EVENT

www.fema.gov • www.state.nj.us/njoem
www.state.nj.us/njoem/plan/threats-emergencies.html

BEFORE A HURRICANE

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Know your surroundings.
- Learn community hurricane evacuation routes and how to find higher ground. Determine where you would go and how you would get there if you needed to evacuate.
- Make plans to secure your property.
- Cover all of your home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with ⅝" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking.
- Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage.
- Be sure trees and shrubs around your home are well trimmed so they are more wind resistant.
- Clear loose and clogged rain gutters and downspouts.
- Reinforce your garage doors; if wind enters a garage it can cause dangerous and expensive structural damage.
- Plan to bring in all outdoor furniture, decorations, garbage cans and anything else that is not tied down.
- Determine how and where to secure your boat.
- Consider installing a generator.
- Consider building a safe room.
- Fill bathtubs with potable water.

PREPARATION BY EVENT

www.fema.gov • www.state.nj.us/njoem
www.state.nj.us/njoem/plan/threats-emergencies.html

BEFORE A THUNDERSTORM AND LIGHTNING

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- Postpone outdoor activities.
- Remember the 30/30 Lightning Safety Rule: Go indoors if you cannot count to 30 from the time you see lightning and hear thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- Secure outdoor objects that could blow away or cause damage.
- Get inside a home, building or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.

BEFORE A TORNADO

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Be alert to changing weather conditions.
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train
- If you see an approaching storm or any of the danger signs, be prepared to take shelter immediately.

PREPARATION BY EVENT

www.fema.gov • www.state.nj.us/njoem
www.state.nj.us/njoem/plan/threats-emergencies.html

BEFORE EXTREME HEAT

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Install window air conditioners snugly; insulate if necessary.
- Check air-conditioning ducts for proper insulation.
- Install temporary window reflectors (for use between windows and drapes), such as aluminum foil-covered cardboard, to reflect heat back outside.
- Weather-strip doors and sills to keep cool air in.
- Cover windows that receive morning or afternoon sun with drapes, shades, awnings or louvers. (Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent.)
- Keep storm windows up all year.
- Listen to local weather forecasts and stay aware of upcoming temperature changes.
- Know those in your neighborhood who are elderly, young, sick or overweight. They are more likely to become victims of excessive heat and may need help.
- Be aware that people living in urban areas may be at greater risk from the effects of a prolonged heat wave than are people living in rural areas.
- Get trained in first aid to learn how to treat heat-related emergencies.

BEFORE WINTER STORMS AND EXTREME COLD

- Before winter approaches, add the following supplies to your emergency kit:
  - Rock salt or more environmentally safe products to melt ice on walkways (Visit http://bit.ly/de-icers for a complete list of recommended products.)
  - Sand to improve traction
  - Snow shovels and other snow removal equipment
  - Sufficient heating fuel (You may become isolated in your home and regular fuel sources may be cut off. Store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.)
  - Adequate clothing and blankets to keep you warm
- Consider installing a generator.

PREPARATION BY EVENT

www.fema.gov • www.state.nj.us/njoem
www.state.nj.us/njoem/plan/threats-emergencies.html

BEFORE AN EARTHQUAKE

INDIVIDUAL, SINGLE-FAMILY HOME AND COMMUNITY EARTHQUAKE PLANNING TIPS

If a major earthquake struck in your area today, you might be without direct assistance for an extended period.

Preparedness

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Know the safe spots in each room—under sturdy tables, desks or against inside walls.
- Know the danger spots—windows, mirrors, hanging objects, fireplaces, tall furniture.
- Conduct practice drills. Physically place yourself and your children in safe locations.
- Decide where your family will reunite if separated.
- Keep a list of emergency phone numbers.
- Choose an out-of-state friend or relative whom family members can call after the quake to report whereabouts and conditions.
- Learn how to shut off gas, water and electricity in case the lines are damaged.
- Check chimneys, roofs and wall foundations for stability. Call a licensed contractor if there are any questions.
- Secure water heaters and appliances that could move enough to rupture utility lines.
- Keep breakable and heavy objects on lower shelves.
- Secure hanging plants and heavy picture frames or mirrors (especially those hanging over beds).
- Put latches on cabinet doors to keep them closed during shaking.
- Keep flammable or hazardous liquids such as paints, pest sprays or cleaning products in cabinets or secured on lower shelves.

During an earthquake, stay away from heavy furniture, appliances, large panes of glass, shelves holding heavy objects and masonry veneer (such as the fireplace). These items tend to fall or break and can injure you. Usually, a hallway is one of the safest places if it is not crowded with objects. Kitchens and garages tend to be most dangerous. Also know the safest place in each room. It will be difficult to move from one place to another during a severe earthquake.

Always know the possible ways to exit your house and workplace in emergency situations.

Safety Alert · Safety Alert · Safety Alert

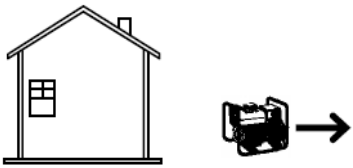
Portable Generators Pose A Serious Carbon Monoxide Hazard

⚠ DANGER

Using a generator indoors CAN KILL YOU IN MINUTES.

Generator exhaust contains carbon monoxide. This is a poison you cannot see or smell.

NEVER use inside a home or garage, EVEN IF doors and windows are open.



Only use OUTSIDE and far away from windows, doors, and vents.

Provided By: U.S. Consumer Product Safety Commission
www.cpsc.gov (800) 638-2772

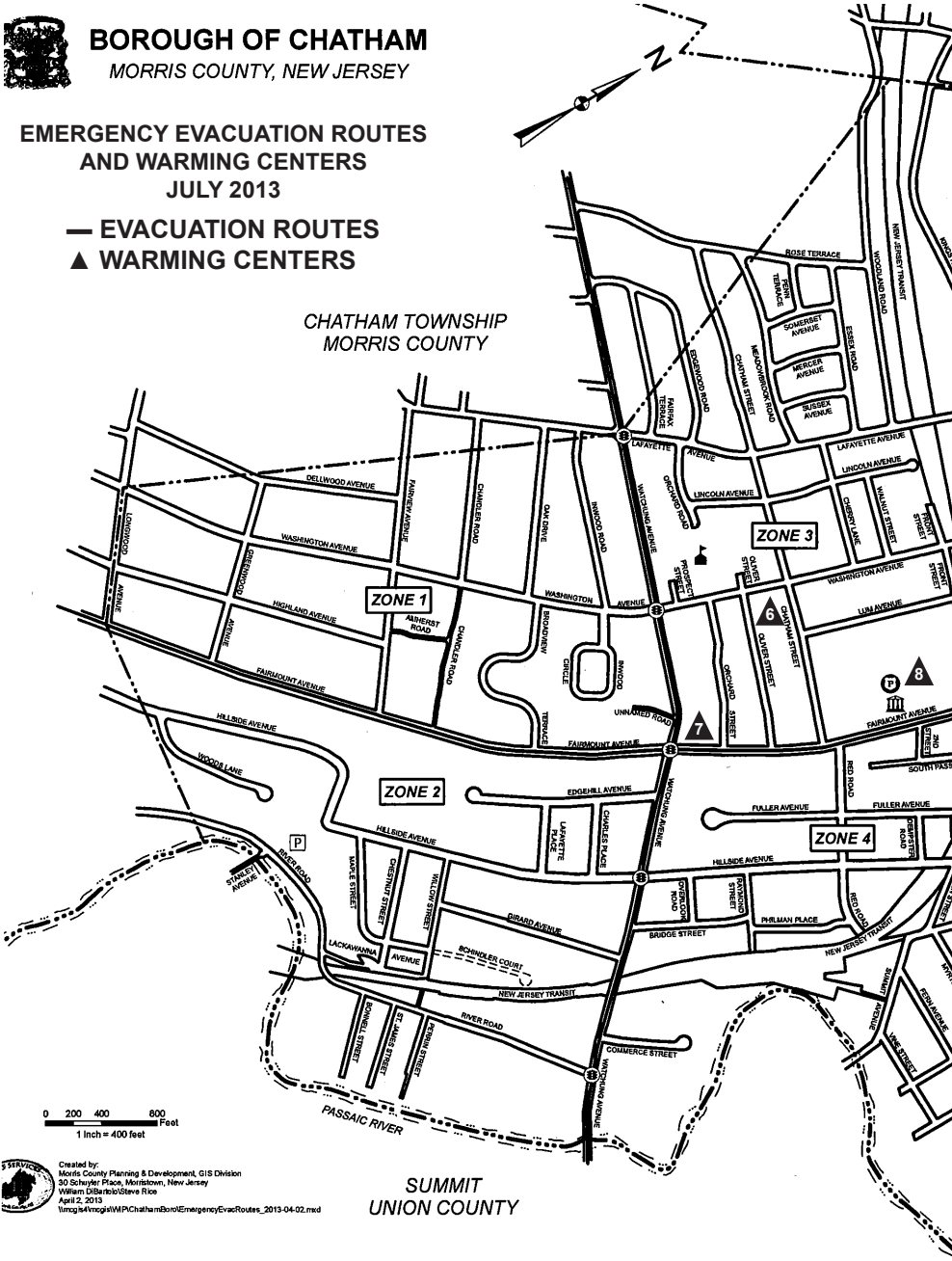
Centers for Disease Control and Prevention
www.cdc.gov (800) CDC-INFO

BOROUGH OF CHATHAM

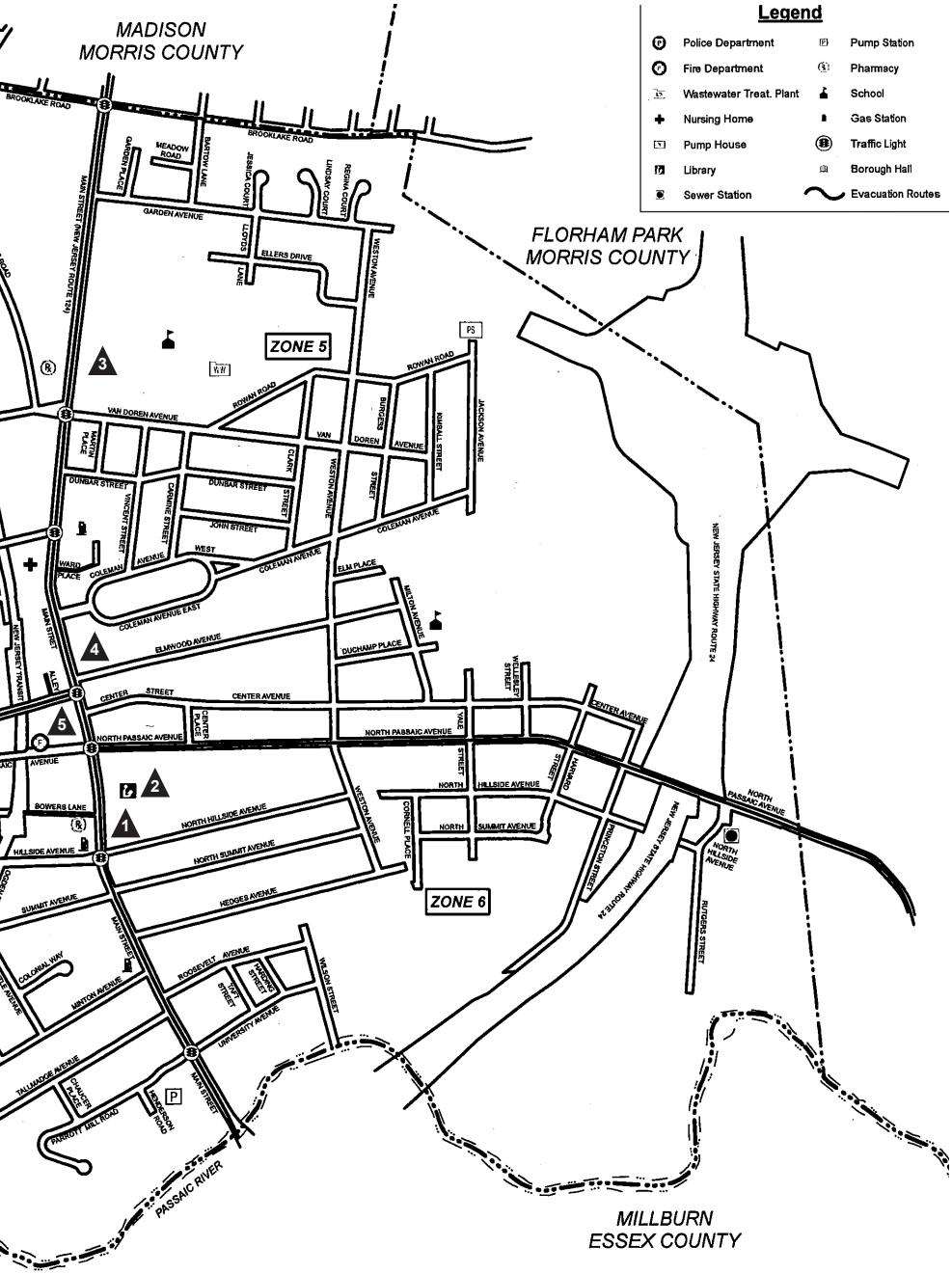
MORRIS COUNTY, NEW JERSEY

EMERGENCY EVACUATION ROUTES AND WARMING CENTERS JULY 2013

— EVACUATION ROUTES
▲ WARMING CENTERS



1. ST. PAUL'S EPISCOPAL CHURCH
2. LIBRARY—MAIN ST
3. CHATHAM UNITED METHODIST CHURCH
4. OGDEN MEMORIAL PRESBYTERIAN CHURCH



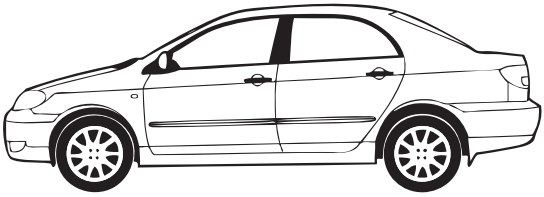
5. FIRE DEPARTMENT—COMMONS ROOM
6. ST. PATRICK CHURCH
7. STANLEY CONGREGATIONAL CHURCH
8. BOROUGH HALL—54 FAIRMOUNT AVE

IF YOU ARE ASKED TO TAKE SHELTER IN YOUR HOME

In the event of a radiological, chemical or biological emergency, authorities may direct you to evacuate or remain in your home.

KEEP LISTENING TO YOUR RADIO OR TV FOR THE LATEST INFORMATION AND INSTRUCTIONS.

IF YOU ARE TOLD TO EVACUATE



- Lock doors and windows.
- Secure your pets in a safe place with food and water if they are not coming with you.
- Post a message that tells where you are going and who is with you.
- Grab your supplies and your “Go Bags.”
- Leave — use recommended evacuation routes. Do not drive through flood waters.
- Listen to your radio.
- If you need transportation, call the Chatham Borough Emergency Management Operating Center, 973-417-3042.

Reminder: Shelters do not allow alcohol, smoking, firearms or pets!

SITES

Check to find out which Warming Centers/Charging Sites are open:

- AlertChathamBorough
- Borough Web Page
  www.chathamborough.org
- Community Bulletin Board
  Cablevision: Channel 21
  FiOS: Channel 32
- WDHA-FM 105.5
- WMTR-AM 1250
- Madison: AM 1630

Warming Center/Charging Sites

1. St. Paul's Episcopal Church..... 200 Main Street
2. Library . . . . . 214 Main Street
3. Chatham United Methodist Church . . . . . 460 Main Street
4. Ogden Memorial Presbyterian Church . . . Main Street & Elmwood Avenue
5. Fire Department—Commons Room . . . . . Fire House Plaza
6. St. Patrick Church . . . . . Chatham Street & Washington Avenue
7. Stanley Congregational Church. . . . . Fairmount Avenue & Orchard Road
8. Borough Hall . . . . . 54 Fairmount Avenue

SPECIAL NEEDS REQUEST FORM

If you have SPECIAL NEEDS fill out this form and mail to:
Chatham Borough Office of Emergency Management
54 Fairmount Avenue
Chatham, NJ 07928

My Name is _____

House Number and Street Name _____

Town_____Telephone No._____

I will need transportation ____ Yes ____No

Special transportation? Ambulance, wheelchair-equipped vehicle,

life-saving equipment? _____

_____

I have a severe hearing, vision or physical handicap. Please explain:

_____

My house is hard to find. Name of nearest cross streets or landmark

_____

Give name, address and telephone number of a nearby friend, relative

or neighbor who will agree to assist you in an emergency:

Name_____

Address _____

Telephone No. _____

THIS INFORMATION ONLY FOR USE BY EMERGENCY WORKERS

WANT TO BE AN EMERGENCY VOLUNTEER?

Please complete this page, remove and return to:
Administrative Assistant to the Borough Administrator
54 Fairmount Avenue
Chatham, NJ 07928

Name _____

Address _____

Phone _____

Cell _____

Email _____

❑ "✓" I am a licensed Medical Doctor or Health Care Professional and would be willing to volunteer.

List any emergency training (no prior training is needed):

_____

_____

_____

_____

_____

_____

_____

List any emergency management experience:

_____

_____

_____

_____

_____

_____

_____

EMERGENCY SAFETY CHECKLIST

Post this where it can be easily seen (refrigerator, bulletin board, etc.)

Before an Emergency Strikes

- ☐ Minimum 3 days of stored water and food
- ☐ Non-electric can openers
- ☐ Flashlights and batteries
- ☐ Battery-powered radio
- ☐ Cell phones fully charged, with spare batteries
- ☐ Fill fuel tanks in all your vehicles.
- ☐ Gasoline and extension cords for your generator (if you have one)
- ☐ Minimum 3 day supply of any prescription medications
- ☐ Topical first aid supplies: antiseptics, bandages, etc.
- ☐ Personal hygiene items, including toilet paper
- ☐ Emergency multi-purpose knife
- ☐ Matches, lighters and fire starting devices
- ☐ Copies of your important paperwork and identification documents
- ☐ “Go Bag”: Do you have a bag ready in case you have to evacuate?
- ☐ Pet preparedness: Do you have enough food and water for your animals?
- ☐ In winter, a warm hat and gloves to protect you from the elements
- ☐ Local map and compass
- ☐ Water carrying containers (and a way to carry them)
- ☐ Wrenches and pliers for turning off utilities and shutting water pipes
- ☐ Battery-powered smoke and CO alarms
- ☐ Snow shovels
- ☐ Rock salt, calcium chloride and sand for melting snow
- ☐ Jumper cables
- ☐ Prior to storm have landscaper or tree company look at all your trees for dead limbs or hanging branches and prune where needed.
- ☐ Secure all outdoor items, such as patio furniture and umbrellas.
- ☐ Fill bathtubs with potable water.

NOTES

NOTES

To Sign Up
for
AlertChathamBorough

Please visit

www.chathamborough.org

Questions Please E-mail:

alertchathamborough@chathamborough.org

or call

973-635-0674 Ext. 200

Chatham Borough
Office of Emergency Management
54 Fairmount Avenue
Chatham, NJ 07928

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POSTAL PATRON

IMPORTANT INFORMATION ~ KEEP IN HANDY LOCATION