



Dear Neighbors:

We have learned that emergencies come in many forms. We have also learned, especially during the tragic events of September 11, 2001, that emergencies occur when least expected.

With this in mind, I would like to take this opportunity to let you know that Anne Arundel County Government is doing all that it can to prepare for any type of natural or man-made emergency. From severe snow storms to evacuations or even terrorism, our public safety officials accomplish our goals of preparedness through a program of all-hazard integrated emergency management, including regular training and exercises.

Please be confident that you have the best trained and qualified individuals to deal with situations that threaten the lives or property of our residents.

There are a number of things you can do in your own homes to prepare for emergencies. This Guide to Emergency Preparedness offers a wide variety of information and resources to help you successfully plan for most emergencies and keep you as safe as possible.

*Janet S. Owens*  
Janet S. Owens,  
County Executive

## Anne Arundel County, Maryland

# Guide to Emergency Preparedness



## Emergency Alert System (EAS) Radio Stations

Primary: WBAL-AM 1090

Secondary Stations:

WNAV-AM 1430

WYRE-AM 810

WANN- AM 1190

WHFS-FM 99.1

WRNR-FM 103.1

WFSI-FM 107.9

Other radio stations in the Baltimore and Washington area will likely be carrying emergency information when an emergency has occurred. Local television stations will also usually carry Emergency Alert System messages.

## Anne Arundel County Public Schools Information

Anne Arundel County Public Schools, in cooperation with the Anne Arundel County Police Department, has created an individualized emergency response plan for each school in the County should an unfortunate incident arise. Please contact your school for more information.

For any weather-related emergencies that may affect the opening or closing of schools and/or transportation of students, please listen to your local radio or television station for any changes to the school day. You may also visit [www.aacps.org](http://www.aacps.org) or call 410-222-5000.

## Hazards that May Affect Anne Arundel County

Hazards that may affect Anne Arundel County include weather-related emergencies such as winter storms, hurricanes, tornados, severe thunder storms and lightning, heavy rain, flash floods and flooding, high heat emergencies and drought conditions, brush fires and others.

Technical or man-made emergencies include transportation accidents (plane crash, train derailment, highway accident, ship or boat accident or fire), hazardous materials spills or releases, nuclear power plant accidents, failures of utility systems such as electric power, natural gas, water, sewer or telephone, interruptions in service or shortages in gasoline, heating oil or natural gas supplies and others. Attacks on the United States by other countries or terrorist organizations could involve conventional weapons or weapons of mass destruction (nuclear, chemical or biological).

All-hazard emergency planning includes family disaster plans, emergency supply kits and evacuation or shelter-in-place kits.

## Preparing Your Home for an Emergency

Planning for any emergency requires considering scenarios that could disrupt your daily life, affecting electricity, water, heat, air conditioning, telephone service and transportation. Consequently, you should plan to have food, water and other essentials to get you through the emergency. Most emergency planning experts suggest having enough supplies to last you and your family for three to five days for weather-related events or community-wide emergencies that require shelter-in-place.

## Your Emergency Preparedness Kit

The seven basic items that should be stored in your home are water, food, first-aid supplies, clothing and bedding, tools, emergency supplies and specialty items.

Keep the items that you would most likely need at home in one easy-to-carry container such as a clean, watertight can, camping backpack or duffel bag. Store it in a convenient place and put a smaller version in your car. Keep items in airtight plastic bags. Remember to change the stored water and rotate the food supplies every six months (place dates on containers). Check the supplies and re-think your needs every year. Consult your physician or pharmacist about storing prescription medications (in child proof containers) and maintaining copies of prescriptions.

## Water

Store water in plastic containers or purchase bottled water, avoiding containers that will decompose or break, such as glass bottles. Plan for one gallon of water per person per day. Water should be stored in a cool, dark place with the date labeled on the container. Tap water generally may be stored up to two weeks without further disinfection. Use 2-3 drops per gallon of standard household bleach to disinfect and store water in sterile containers.

## Food

Store a three to five day supply of nonperishable food per person. Foods should require no refrigeration, preparation or cooking, and little or no water. Examples include: ready-to-eat canned meats, fruits and vegetables; canned or boxed juices, powdered milk and soup; condiments such as sugar, salt and pepper; high-energy food like peanut butter, jelly, low-sodium crackers, granola bars and trail mix; vitamins; foods for infants or persons on special diets; cookies, hard candy, instant coffee and sweetened cereals. Bulk food items that can be stored for longer periods of time include wheat, powdered milk, corn and soybeans.

## First-Aid Kit

Assemble a first-aid kit for your home and each vehicle. Items should include sterile adhesive bandages in assorted sizes, gauze pads, hypoallergenic adhesive tape, triangular bandages, sterile roller bandages, scissors, tweezers, needle, moistened towelettes, antiseptic, thermometer, tongue blades, tube of

petroleum jelly or other lubricant, safety pins, cleansing soap, surgical gloves and sunscreen. Include aspirin and non-aspirin pain medications, cough syrup, anti-diarrhea medication, Syrup of Ipecac, activated charcoal (to counter poisoning) and laxatives.

## Tools and Supplies

Keep the following items handy for all-around use: extra batteries of assorted sizes (check shelf life before purchasing), paper cups, plates and plastic utensils (or mess kit), battery-operated radio, flashlight, carbon monoxide detector, smoke detector, cash (include change) and/or traveler's checks, non-electric can opener and utility knife, small ABC fire extinguisher, tube tent, pliers, compass, waterproof matches, plastic storage containers, signal flares, paper and pencil, needles and thread, medicine dropper, shut-off wrench for house gas and water, whistle, plastic sheeting and local map. For sanitation, pack waterless hand cleansers, toilet paper, soap and liquid detergent, feminine hygiene supplies, plastic garbage bags with ties, a plastic bucket and lid, disinfectant and household chlorine bleach.

## Clothing and Bedding

Assemble one or two complete changes of clothing per person, sturdy shoes or work boots, rain gear, blankets or sleeping bags, hat and gloves, thermal underwear and sunglasses.

## Specialty Items

**Babies** - formula, diapers, bottles, powdered milk, medications and prescriptions (in child proof containers).

**Adults** - medications and prescriptions (in child proof containers), denture needs, eyeglasses and/or contact lenses, and related supplies.

**Entertainment** – games, books and several quiet toys for children.

**Important Family Documents** - wills, insurance policies, driver's license, contracts, deeds, passports, stocks and bonds, immunization records, important phone numbers, credit card accounts,

social security cards and other personal family records.

## Evacuation

Evacuation of a neighborhood or area of the County may be indicated when there is advance warning of a hazard, the possibility of explosion, or the danger of long-term exposure. Residents in manufactured homes or who reside on boats, for example, should be prepared to evacuate for hurricane or tropical storm conditions. When evacuation is recommended or ordered, Police and Fire Department personnel using vehicle sirens and loud speakers will assist in notification. Activation of the Emergency Alert System (EAS) and NOAA Weather Radio alerts will also be used to notify citizens of areas to be evacuated, the location of shelters and best routes to reach shelter locations.

## Shelter-in-Place

Shelter-in-place will be the preferred action in most emergencies. Shelter-in-place allows people to remain in their homes and take actions that will protect them and their families. When shelter-in-place is ordered for a chemical emergency, residents should turn off heat, air conditioning or fans; close vents, windows and doors, and seal any cracks. Listen to local radio or television stations for further instructions or the issuance of an "all clear." When the all clear is sounded, it is safe to open your home or building for ventilation and to go outdoors.

The following items should be assembled and maintained as a Shelter-in-Place Kit:

- Heavy plastic and duct tape (to be used to cover windows or doors that do not close tightly)
- Scissors
- Flashlights and extra batteries
- Battery powered radio and extra batteries
- Towels (to be used to seal bottom of doors)
- First-aid kit
- Snacks
- Bottled water

Most of these items are also included in the Family Emergency Preparedness Kit that all households are encouraged to maintain for all-hazard preparedness.

## Special Needs

Individuals with special needs because of medical or mobility conditions, age, or disability should seek assistance in pre-planning for emergencies from the following sources:

Emergency Management  
410-222-8040

Department of Aging  
410-222-4464

Department of Aging TTY  
410-222-4355

Department of Social Services  
410-269-4500



## Public Emergency Shelters

When conditions warrant, the Anne Arundel County Emergency Management Director or other authorities may establish a public shelter for local residents. Normally public shelters are located in County high schools or middle schools. Temporary shelters may also be set up in community centers, church halls, fire stations or other locations that provide refuge for residents. Public shelters in Anne Arundel County are operated by the Central Maryland Chapter of the American Red Cross with staffing

assistance from the Anne Arundel County Department of Health, Department of Social Services and Anne Arundel County Public Schools staff. Persons planning to use public shelter should bring with them a change of clothing, bathing and sanitary supplies, medicines (in child proof containers), diapers and other items for babies and young children, any special foods that are

required for specialized diets, and comfort items such as pillows and blankets. With the exception of guide dogs, pets are not permitted in public shelters. Alcohol, illegal drugs and weapons are not permitted in public shelters.

## What To Do For Pets in Emergencies

Emergency planning should include all members of the family, including pets. Pets are not permitted to stay in the same Red Cross shelters as people, but alternate facilities may be established for short-term care for your pet. If possible, arrange for someone to board the animal, or locate a relative or friend who can check on its well being on a regular basis. If you place a dog or cat in a kennel, make sure that the facility meets all requirements for long-term care and has an adequate disaster plan. Your cat or dog should be up-to-date on their rabies shots. Put together a basic disaster kit for your pets, in case you must leave home quickly and leave your pet at a safe location. Recommended items include:

- An airline-approved carrier for each dog or cat, or other pets, with ID, photo, vaccination records, registrations, special needs list, sufficient medicines and a muzzle/leash.
- An extra supply of pet food (for dogs a lower protein dog formula will produce less stool, a benefit when the dog is kept indoors).
- Plenty of clean water.
- Bowls (disposable containers if you must leave your home), can opener, kitchen trash bags, bleach (disinfectant and water purification), blankets, towels, paper towels, and other waste disposal supplies.

## What To Do When Electrical Power is Lost

Disruption of electrical service can occur as a result of many things, including lightning, high winds, ice, heavy snow and equipment failure. For the most part, service is normally restored within a short time. However, major power outages can occasionally last for extended periods. When power is lost, you should:

- **Check to see if your neighbors have power.** Loss of power may be due to a blown fuse or a tripped circuit. If your neighbors are also without service, call your local power company. If you must go outside to assess the situation, take a flashlight and watch for downed power lines that could still be energized. If downed lines are located, don't go near them or touch anything that may be in contact with the lines. Report downed power lines immediately.
- **Turn off all major appliances.** Only leave your front porch light and a couple of light switches on in the home. When major appliances such as air conditioners are left on, they could overload electric lines when power is restored causing a second outage.
- **Refrigerators and freezers.** Food can be kept cold enough for a day or two, if the doors are kept closed. During the winter, you may be able to store some items outside in a proper container. If



## Pet & Livestock Info

For information on safeguarding pets and animals during emergencies, call the Anne Arundel County Animal Control at 410-222-8900 or the Humane Society of the United States at 202-452-1100.

The Humane Society web site is [www.hsus.org](http://www.hsus.org)

The Federal Emergency Management Agency web site on animals in emergencies is: [www.fema.gov/library/anemer](http://www.fema.gov/library/anemer)



temperatures are below freezing, it's possible to freeze water outside in containers and place them inside your refrigerator to help keep food cold. Try to consume perishable foods first. Some partially frozen foods can be refrozen as long as they contain ice crystals or are no warmer than 40°Fahrenheit. Consider purchasing a thermometer for both the refrigerator and freezer. Don't refreeze seafood, poultry, ice cream, cream sauces or anything susceptible to spoilage. When in doubt... throw it out.

During times of prolonged outages, your power company may provide dry ice at a designated location; bring an ice cooler or suitable container to transport it. As a rule of thumb, 25 pounds of dry ice will keep a 10-cubic-foot freezer at the proper temperature (32°F) for three to four days.

- **Flashlights or battery-powered lanterns** should be used to illuminate the home. Candles and kerosene lanterns are not recommended for lighting because of inherent fire hazards.
- **Portable emergency generators** can be used to provide limited electrical power during an outage. But, take care to ensure that they do not pose a threat to you and your family. Never fuel or run a portable generator in the home or garage, as gas-powered generators pose a serious fire and carbon monoxide threat. Generators should be installed in compliance with your local utility's guidelines. Make sure the generator is equipped with a double-throw transfer switch that protects your equipment and prevents feedback on power lines. Always operate according to the manufacturer's instructions. For additional information on the proper use of emergency generators, call your power company.



## Información de la Comunidad:

Pueden obtener copias en español en los siguientes locales.

Librerías de Anne Arundel County

El Arundel Center  
44 Calvert Street  
Annapolis, MD

El Arundel Center North  
101 Crain Highway  
Glen Burnie, MD

- **Car fuel tanks** should be kept at least 3/4 full at all times, since power loss may affect gasoline pumping stations.
- **Water systems with electric pumps** such as wells or cisterns – will not operate when the power is out. Use alternate sources of water until power is restored.
- **Gas appliances** may not work if the electricity is off because the equipment may require electricity for ignition or valve operation.
- **Water heaters** that are drained to prevent damage from freezing must have their power circuit shut off, as well. Failure to do so could result in loss of the heating element when power is restored. Never turn on a water heater unless the tank is full.
- **Plumbing** can freeze when power is lost during cold weather periods. Drain pumps, supply lines, water heaters, boilers and traps in drains of tubs, sinks, commodes, washing machines and dishwashers. To avoid major flooding when temperatures rise, turn off supply lines to outside spigots.
- **Life Support Equipment** required for family members who depend on these devices (respirators, ventilators, oxygen equipment or other life-sustaining devices) should be listed with the power company, with your doctor's approval. You should have a contingency plan that always



## Safety Note

Never use gas ovens or stovetops to heat homes. Charcoal or propane grills should not be used inside the home. They pose a serious threat of fire and poisonous carbon monoxide. Kerosene heaters should always be used in a well-ventilated room, and never refueled inside the home or in an attached garage, or refueled when still hot. When removing ashes from the fireplace, make sure that the ashes have been cooled, and are placed in a metal container outside and away from the home.

includes an alternate power source for the device and for relocating the person.

- **Fallen trees** are the primary cause of power outages. Power companies regularly trim trees. When planting and/or trimming trees on your property, always seek professional help in trimming limbs or branches that are close to power lines.

## Keeping Warm When Electrical Power is Lost

Select a single room in the home or apartment building where families can gather to stay warm; ideally a room which gets sunlight during the daylight hours. Use fireplaces and wood-burning stoves with care and always supervise them when burning. Make sure the fireplace is in proper working condition and has been inspected before use. Wear layers of clothing, including sweaters and coats, which entrap warm air and help to maintain body heat for longer periods, and change quickly out of wet clothes. For homes with natural gas heaters, keep meters and vents clear of ice and snow.

## Keeping Updated On an Emergency

Being informed during an emergency and getting the latest updates on conditions is vital. Critical information on protective actions, evacuations or shelter-in-place will be available on local radio and television stations who are voluntary participants in the Emergency Alert System (EAS). In order to receive emergency communications have a battery operated AM-FM radio and keep it tuned to a local station that carries EAS messages. The NOAA Weather Radios that are available commercially are also an excellent source of weather and emergency information. Certain versions of the NOAA Weather Radios can be programmed so they will activate an alarm when an emergency condition threatens your local area. NOAA Weather Radios are especially important in facilities that congregate citizens such as nursing homes, churches, schools, day care centers and community centers.

Part of your family's emergency preparedness should include a family communications plan. Decide in advance on a place to call to let family members know you are safe. Avoid overuse of cell phones in an emergency to keep lines open for essential communications.

## Financial and Personal Records

Keep all your financial records in order and up-to-date. Bank statements, credit and debit cards, investment portfolios, medical, prescription and insurance information, taxes, and other records that show transactions related to your accounts should be stored in a safe, dry place. Important records like driver licenses, marriage, birth, vaccination and pet health certificates, as well as passports and identification cards need to be stored in watertight containers. Keep copies of important records in your disaster kit to take quickly for use if evacuated or to help make applications for disaster assistance if you are unable to return home promptly.



## Contingency Planning At Work

Ask your employer what preparations are in place for an emergency evacuation. Are fire exits clearly marked and an evacuation plan clearly posted? What steps will be taken to assist mobility - challenged individuals? Is there a plan that designates a fire warden for each floor or work location, or a buddy system to account for all personnel if evacuated? If security measures are needed, what training is provided to employees? Are employees trained in the proper handling of packages and mail? Are automated systems equipped with virus protection, and are all critical business records backed up off-site?

Answers to questions such as these will help you and your employer better prepare for any type of emergency. Every business should have a Business Continuity and Contingency Operating Plan, which assumes that there may be computer glitches or potential viruses. These plans provide a road map for ways to cope with problems, should they occur. Finally, inquire if your company has a policy in place regarding your status as an employee should disruptions result in temporary closing of your employer's business.

## Mental Health

Information on coping with stress can be found on the Health Department's web site at [www.aahealth.org](http://www.aahealth.org) or by calling the County Mental Health Core Service Agency at 410-768-5522. Mental health professionals suggest a balance between keeping up-to-date on current events and pressing on with everyday activities. Getting plenty of rest and exercise can help people cope.

## For More Info

There is plenty of good information available on the World Wide Web regarding emergency preparedness. A search will elicit information on what governments and businesses are doing as well as helpful suggestions for your individual and family needs. Anne Arundel County, Maryland, offers a variety of information at its web site [www.aacounty.org](http://www.aacounty.org). Other sites to access include Maryland Emergency Management Agency at [www.mema.state.md.us](http://www.mema.state.md.us), the National Weather Service at [www.nws.noaa.gov](http://www.nws.noaa.gov) and the Federal Emergency Management Agency at [www.fema.gov](http://www.fema.gov).

## Bio-Terrorism

The symptoms of a bio-terrorist act depend on what agent is used, the route of the infection (respiratory or gastrointestinal), the amount of exposure to bacteria, viruses or toxins, and the health of the person exposed. The public will be notified what to do or look for in the event of a bio-terrorist act.

There is no reason to store a supply of antibiotics unless prescribed, since different treatments are needed for different illnesses. If needed, an emergency supply of medicines or vaccines from the national emergency stockpile will be available for County residents.

Assure your family's routine immunizations are up-to-date. At this time, immunization against smallpox is not being recommended. Plans in place should smallpox or other vaccinations be necessary in the future.

Beside routine immunizations, hand washing is the best way to prevent the spread of many respiratory and food borne illnesses.



## Useful Phone Numbers

**For emergency situations  
(Fire, Police, Emergency  
Medical Services)**  
911

**County Police  
non-emergency**  
410-222-8050

**County Fire Department  
non-emergency**  
410-222-8200

**County Emergency  
Management Bureau**  
410-222-8040

**City of Annapolis**  
[www.annapolis.gov](http://www.annapolis.gov)  
410-263-1183

**City of Annapolis Emergency  
Management Office**  
410-268-9000

**American Red Cross**  
410-764-7000

**BGE**  
1-877-778-2222

**Verizon**  
410-954-6260

**Poison Control**  
1-800-492-2414

**Department of Public Works,  
Emergency Dispatch Number**  
410-222-8400

**Department of Public Works,  
Road Operations Storm  
Center**  
(Snow Storms 4" or more and  
Severe Ice Storms)  
410-222-4040

**Department of Aging**  
410-222-4464

**Department of Aging TTY**  
410-222-4355

**Department of Health**  
[www.aahealth.org](http://www.aahealth.org)  
**Information Line**  
410-222-7095  
**Communicable Disease**  
410-222-7256

## Check on Relatives and Neighbors

During storms or other emergencies, check on relatives or neighbors to see how they are coping, especially the frail elderly, persons living alone, or persons with disabilities. If possible, assist them in getting the help they may need to deal with the emergency situation. Other members of your community may be able to assist in this effort.



## Personal and Community Preparedness Training

The Anne Arundel County Emergency Management Bureau in conjunction with the Retired Senior Volunteer Program (RSVP) of the County Department of Aging has trained speakers who are available to speak to community groups, church organizations, school classes and others on the subject of personal and community emergency preparedness. The training session requires about 50 minutes to complete and can be scheduled to meet your organization's meeting schedules. Included in the training is the basic concepts of all-hazard emergency preparedness, developing personal, family and community emergency plans and assembling the necessary equipment and supplies needed in emergency situations. To schedule a trainer for your group, call the Emergency Management Bureau at 410-222-8040.

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