



# Carroll Emergency Preparedness and Response

Plan to be Safe.

# Plan 9

## You can do this!

Collect these nine essential items to help you shelter-in-place in the event of an emergency.

Start here

### 1 Water



One gallon per person, per day for three days.

### 2 Food



Non-perishables such as canned or packaged food.

### 3 Clothes



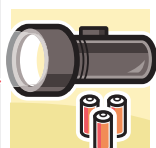
One change of clothes and footwear per person.

### 4 Medications



Three days' worth of prescription medications.

### 5 Flashlight



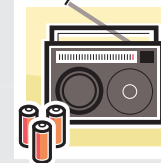
A bright flashlight and extra batteries.

### 6 Can Opener



Manual can opener in case there's no electric power.

### 7 Radio



Battery-powered radio and extra batteries.

### 8 Hygiene Items



Basics like soap, toilet paper and a toothbrush.

### 9 First Aid



Basics like antiseptic, bandages and non-prescription medicines.

Done!

For more information about emergency preparedness, contact:

Carroll County Government:	<a href="http://ccgovernment.carr.org">http://ccgovernment.carr.org</a>
American Red Cross	<a href="http://redcross.org">redcross.org</a>
Centers for Disease Control	<a href="http://cdc.gov">cdc.gov</a>
Disaster Help	<a href="http://disasterhelp.gov">disasterhelp.gov</a>
Federal Emergency Management Agency	<a href="http://fema.gov">fema.gov</a>
U.S. Department of Homeland Security	<a href="http://ready.gov">ready.gov</a>



# ARE YOU Ready?

## Citizen's Guide to Emergency Preparedness



## Carroll County, Maryland

Prepared for you by:  
Carroll County Citizen Corps Council

Third Printing  
2011



## Communication

- Determine how you will communicate with emergency personnel if there is no interpreter, or if you do not have your hearing aids. Store paper and pens for this purpose. Consider carrying a preprinted copy of important messages with you, such as: "I speak American Sign Language and need an ASL interpreter"; and "If you make announcements, I will need to have them written or signed."
- Obtain a battery-operated television, if possible, that has a decoder chip for access to signed or captioned emergency reports.
- Determine which broadcasting systems will be accessible in terms of continuous news that will be captioned and/or signed.
- Have a light source. Without light, movements and the ability to participate in any communication is impossible.
- Maintain a list of qualified interpreters that can be contacted. Secure more than one source for this information.

---

### Other Information Sources

Get more information on preparing for emergencies from the following web sites:

- Carroll County Government: <http://ccgovernment.carr.org>
- Maryland Department of Health and Mental Hygiene: [www.dhmh.state.md.us](http://www.dhmh.state.md.us)
- Maryland Emergency Management Agency: [www.mema.state.md.us](http://www.mema.state.md.us)
- Maryland Department of the Environment: [www.mde.state.md.us](http://www.mde.state.md.us)
- Maryland State Police: [www.mdsp.maryland.gov](http://www.mdsp.maryland.gov)
- Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)
- American Red Cross: [www.redcross.org](http://www.redcross.org)
- Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)
- United States Postal Service: [www.usps.gov](http://www.usps.gov)
- The Weather Channel: [www.weather.com](http://www.weather.com)
- National Oceanic and Atmospheric Administration: [www.noaa.gov](http://www.noaa.gov)

### The Emergency Operations Plan, Disaster Preparedness Group

Carroll County has an Emergency Operations Plan (EOP) that is exercised and activated as needed by the Carroll County Disaster Preparedness Group (DPG) to prepare for and respond to natural and man-made disasters. The EOP is subject to State and Federal guidelines, and is coordinated with State and Federal agencies as required.

**The DPG includes representatives from:** Carroll County Health Department, Office of Public Safety & Support Services, Volunteer Emergency Services Association, Carroll County Government, Maryland Emergency Management Agency, Civil Air Patrol, Humane Society, Department of Health & Mental Hygiene Facilities, Department of Social Services, Carroll Community College, American Red Cross, Carroll County Amateur Radio, local law enforcement, Carroll Hospital Center, Carroll County Public Schools, Carroll Area Transit, Hazmat, Springfield Hospital Center, and McDaniel College.

*Dear Citizens,*

*We all know that the world we live in has changed since September 11, 2001. We have become more aware of the dangers among us, more sensitive to the possibility of terrorism, and more cognizant of the need to plan for disasters, both natural and man-made.*

*Disaster preparedness is necessary, and it works. Carroll County is revising its emergency management procedures, and is working closely with emergency service providers and the health department to establish sound disaster response plans. We are providing public information on how to prepare for an emergency, as well as information for points of contact during emergencies. We also continue to work closely with the Department of Homeland Security and the Maryland Emergency Management Agency in disaster preparation. To keep up to date, and informed please refer to the Carroll County website <http://ccgovernment.carr.org>.*

*Clearly, we all have a responsibility for the safety of our community, neighbors and families. To protect ourselves and our families during a disaster, we must each have a plan that will reduce the impact of the unexpected emergency and eliminate the potential for chaos. We urge you to use this opportunity to review your preparations or create a plan that will serve you family's needs. For additional information on how to prepare a family emergency plan please refer to <http://www.ready.gov>.*

*Should you desire more information on disaster preparation or wish to volunteer to make you community better prepared, please contact the **Office of Public Safety Support Services at 410-386-2455.***



*Sincerely,*

*The Board of County Commissioners*

- Commissioner Frazier, District 1
- Commissioner Shoemaker, District 2
- Commissioner Roush, District 3
- Commissioner Rothschild, District 4
- Commissioner Howard, District 5

# Carroll County, Maryland

## Citizen's Guide to Emergency Preparedness

A disaster can strike quickly and without warning, and you will need to adapt to the conditions resulting from the emergency. This guide has been designed to help you, and your family, stay safe during an emergency. You should familiarize yourself with the following information before any type of natural or man-made disaster occurs. This will allow you to take necessary actions to maintain your health and personal safety.

### Table of Contents

Creating Your Disaster Plan.....	1
Prepare Your Home for an Emergency.....	2
What to Do for Pets in Emergencies.....	4
Check on Relatives and Neighbors.....	5
Keep Updated on an Emergency.....	5
Public Emergency Shelters.....	5
Preparing for Evacuation from Your Home.....	6
Important Phone Numbers.....	7
What to Do When Electrical Power is Lost.....	8
Emergency Planning for Businesses.....	10
In-Place Sheltering.....	10
Students in School.....	11
Hazardous Materials Incidents.....	11
The Threat of Terrorism.....	12
Handling Mail Safely.....	15
Report Suspicious Activity.....	16
Natural Emergencies.....	17
Heat Wave Safety Tips.....	19
Fire Prevention.....	20
Disaster Tips for Hearing Impaired.....	21
Other Information Sources.....	22

### In case of fire:

- Stay low. If you are in bed, roll out and crawl on the floor under the smoke.
- Crawl to the door, using the wall as a guide. Check the door for heat with the back of your hand before opening.
- If the door is cool to the touch, open slowly so that it can be shut quickly if flames or smoke are on the other side.
- If the door is hot or smoke is seeping underneath, do not open the door. Put a blanket, towel, robe, or heavy clothing in the crack.
- Using the wall as a guide, crawl to a window and open it. Take a sheet or large piece of cloth and wave it and shout for help if you are unable to climb out of the window to the ground to safety.
- Take short breaths to avoid breathing in fumes and smoke.
- Shout "**FIRE**" once outside the heavy smoke to signal to others. While still inside the house, you can signal to others in the home by pounding on walls or floors.
- Once out of the fire, do not go back in. Let the firefighters know if anyone is missing.
- Escape first. If firefighters are not at the scene, call or tell someone to call 911. Do not go back inside to make the call.

### Smoke Alarms

Smoke alarms can warn that there is a fire. Maintain smoke alarms in proper working order. Check and replace batteries every six months. A good way to remember is to change the batteries every daylight savings time change. Some units will beep when the batteries need to be replaced.

Clean the alarm annually to keep out dust that can damage the unit. Test the alarm **monthly** by pushing the test button. The National Bureau of Standards test shows that alarms lose approximately half of the dependability in about 10 years. It is recommended that the alarm be replaced every 10 years.

### Disaster Tips for the Hearing Impaired

**Hearing Aids**- Store hearing aids in a strategic, consistent, and secure location so they can be found and used after a disaster. For example, consider storing them in a container by your bedside. Missing or damaged hearing aids will be difficult to replace or fix immediately after a disaster.

**Batteries** -Store extra batteries for hearing aids or implants, your TTY, and light phone signaler. If available, store an extra hearing aid with your emergency supplies. Consult owner's manual for information on proper battery maintenance.

**Alarms**- Install both audible and visual smoke alarms. They should be battery-operated.

## Heat Disorder Symptoms and Treatment

- **Sunburn:** Redness and pain. Severe cases may result in swelling of the skin, blisters, fever, and/or headaches. Use over-the-counter sunburn relief preparations for mild cases. If blisters appear, do not break. If the blisters do break, apply a dry sterile dressing. For serious cases, consult a physician.
- **Heat Cramps:** Painful muscle spasms may occur in the legs and/or abdomen. Use firm pressure on cramping muscles, or gentle massage to relieve the spasms. Give sips of water to replace water lost through sweating. Discontinue water if nausea occurs.
- **Heat Exhaustion:** Heavy sweating, weakness, skin is cold, pale, and clammy. Pulse is weak and shallow. Normal temperature is possible. Fainting and vomiting may occur. Get victim out of the sun. Lay him/her down and loosen clothing. Apply wet, cool cloths.
- **Heat Stroke:** High body temperature (106 degrees Fahrenheit or higher). Skin is hot and dry. Pulse is rapid and strong. Possible unconsciousness.

**HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. Call 911 for emergency medical assistance. Get the victim to the hospital. Until help arrives, move victim to a cooler environment, reduce body temperature with cool, damp cloths or sponges, use fans or air conditioning, and do not give any fluids. Repeat cooling process if the victim's body temperature rises again.**

## Fire Prevention

- Check electrical wiring and appliances. Replace worn or frayed cords. Do not overload circuits with too many appliances. Do not string extension cords under rugs. Use irons, curling irons, and other heat appliances with caution.
- Flammable liquids should be stored in approved containers. Never use flammable liquids indoors or near flames. They ignite readily from a spark. Dispose of rags soaked with flammable liquid in metal containers. Improper disposal could lead to fires.
- Have fireplaces, furnaces, and stoves cleaned and inspected every year.
- Do not put paper, magazines, or other flammable materials on radiators, near stoves, or fireplaces. Do not let light bulbs touch lampshades or other objects.
- Do not use grills indoors or on balconies.

## Fire Safety

- Develop a safe escape route for your family in case of fire. Plan two ways of escape in the event one path is blocked by fire. Establish a meeting place outside for everyone. You can tell if someone is missing. This will help firefighters know who is or is not safe.
- Conduct regular fire drills.
- Keep a fire extinguisher in your home.

## Creating Your Disaster Plan

It is important to meet with your family and prepare a **Family Disaster Plan** before a disaster. By developing a Family Disaster Plan to address potential problems, getting through an emergency situation can be much easier and safer.

### Complete this basic checklist:

- Post emergency numbers by all telephones.
- Teach children to dial 911.
- Stock emergency supplies and prepare a disaster supplies kit.
- Take a Red Cross first aid and CPR course.
- Find the safe spots in your home that could be a refuge during an emergency.
- Determine the best escape routes out of your home.
- Learn about warning signals, such as the Emergency Alert System.
- Find out about evacuation plans at your workplace, your child's school, and family day care centers.
- Make arrangements for pet care before and after a disaster, because shelter regulations may state that pets are not permitted inside a shelter.
- Talk to your children about the potential dangers of fire, severe weather, and other hazards, such as chemical spills.
- Pick two places to meet in the event of an emergency, one right outside your home in case of a sudden emergency like a fire and a second outside your neighborhood in case you cannot go home.
- Ask an out-of-state friend or relative to be a contact. Often after a disaster, local telephone service may be disrupted. However, long distance lines are routed differently and may be open. After a disaster, all family members should call the contact person and tell that person where they are.
- Plan how to care for family members with special needs, such as the disabled or elderly.
- Conduct a home hazard hunt to remove, repair, or brace anything that can move, fall, break, or cause a fire in a disaster.
- Conduct fire and emergency evacuation drills.
- Don't forget to equip your home with smoke alarms and test them monthly.

Visit [www.ready.gov](http://www.ready.gov) for more information on family emergency planning tools.

The following sections will provide you with more information about what to include in your plan and supplies kit. Once you have developed a Family Disaster Plan, practice it regularly.

## Prepare Your Home for an Emergency

Planning for any emergency requires considering all likely scenarios that could result when things that you rely on daily- such as electricity, water, heat, air conditioning, telephone service, and transportation- are disrupted or lost for a considerable amount of time. Consequently, you should plan on having food, water, and other essential goods to get you through the emergency. Most emergency management planners suggest having enough supplies to last you and your family for three to five days for weather-related events. However, many things may affect your decision, including storage space, special needs, number of people in the household and available resources.

### Your Emergency Preparedness Kit

The basic items that should be stored in your home include **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 plastic storage bin, backpack, or duffel bag. Store it in a convenient place and put a smaller version in your car. Remember to change the stored water and rotate the food supplies every six months (place dates on the containers). Check the supplies and re-evaluate your needs every year. Consult your physician or pharmacist about storing medications, and maintain a current list of your family's prescription needs.

#### Water

Store water in new 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.

#### Food

Store a three to five day supply of nonperishable food per person. Foods should require no refrigeration, preparation, cooking, and little or no water. Examples of food that can be easily stored include:

- Ready-to-eat canned meats, fruits, and vegetables
- Canned or boxed juices, 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 and persons on special diets
- Cookies
- Hard candy
- Instant coffee
- Sweetened cereals
- Bulk food items such as wheat, powdered milk, corn, and soybeans can be stored for long periods of time.

## National Weather Service Winter Season Terminology

**Winter Storm Watch:** Adverse winter weather is possible in the watch area.

**Winter Storm Warning:** Adverse winter weather will occur in the warning area.

**Heavy Snow:** Accumulation of 6 inches or more in 12 hours, or 8 inches or more in 24 hours.

**Blizzard:** Sustained winds or frequent gusts up to 35 miles per hour or greater, considerable falling snow and/or blowing snow, reduced visibility to less than ¼ mile for three hours or more.

## Snow Removal

When it snows, road crews concentrate on keeping snow emergency routes passable. These roads are cleared to bare pavement as soon as possible after a storm is over. A storm has ended when wind has diminished and temperatures start to rise above freezing.

Plowing generally begins when snow becomes 1 to 3 inches deep and the temperatures indicate that there will be no melting. Even after plowing, snow that has been hard packed by traffic often remains on the street, and the plows are unable to remove it completely. In this type of situation, salt and other melting products are spread to provide adequate traction.

### How You Can Help

**Clearing driveways and entrances is the responsibility of the property owner. All residential and business owners are responsible for clearing sidewalks on their property. DO NOT shovel snow into roadways. Refer to your local ordinances for timelines and penalties. Trucks cannot plow through if vehicles are parked on the street. When a storm is predicted, always park your vehicles in the driveway.**

## Heat Wave Safety Tips

- **Slow down.** Strenuous activities should be reduced, eliminated, or rescheduled to the coolest time of the day. Individuals at risk due to medical problems should stay in the coolest place available, not necessarily indoors.
- **Dress for summer.** Wear loose, lightweight, and light-colored clothing that reflects heat and sunlight and helps the body maintain normal temperatures.
- **Reduce consumption of foods that increase metabolic heat production,** like protein, that also increase water loss.
- **Drink plenty of water,** even if you do not feel thirsty. Avoid drinks with sugar, caffeine, or alcohol. Individuals with epilepsy or heart, kidney, or liver disease, who are on fluid restrictive diets, or have a fluid retention problem, should consult a physician before increasing their water consumption.
- **Do not drink alcoholic beverages.**
- **Do not take salt tablets unless specified by a physician.** Those on salt-restrictive diets should consult a physician before increasing their salt intake.
- **Spend more time in air-conditioned places.** Air conditioning in homes and other buildings greatly reduces your danger from heat. If you cannot afford an air conditioner, spend some time each day during hot weather in an air-conditioned environment.
- **Do not get too much sun.**

Before a flood, find out if you live in a flood-prone area. See if check-valves have been installed in your sewer traps. These valves prevent floodwater from backing up in your sewer drains. Store materials like sandbags, plywood, and plastic sheeting to help protect your home from floodwaters.

Do not walk or drive through floodwater. If your car stalls on a flooded roadway, abandon it and move to higher ground.

After floodwaters have subsided, do not return home until authorities say you can. Be careful entering buildings that have been flooded, and do not enter buildings if floodwaters are higher than the first floor. Pump out basements gradually (about one third of the water per day) to avoid structural damage. Local fire departments generally do not pump out basements.

## Tornadoes

Tornadoes can strike the ground with winds of up to 300 miles per hour leaving a wide path of destruction in just seconds. Because a tornado can appear quickly and without warning, learn what to do to protect yourself and your family.

A **tornado watch** means a tornado is possible.

A **tornado warning** means a tornado has been sighted.

If you see a tornado or hear a tornado warning for your area, go to the lowest level or basement and get under something sturdy. Stay away from windows. Take a battery-operated radio with you to your shelter location and listen to the Emergency Alert System for official information. If you are outside when a tornado is sighted, get inside if possible. If shelter is not nearby, lie in a low area or ditch and use your arms to protect your head and neck. **NEVER** try to out drive a tornado. Leave the vehicle and seek shelter in a building, low-lying area, or ditch.

After a tornado hits, be careful when entering buildings. Stay clear of downed power lines.

## Winter Storms

Heavy snowfall, extreme cold, and ice can become dangerous. When caught outside during a winter storm, find shelter, try to stay dry, and cover all exposed areas of your body. If in an automobile, stay inside the vehicle. Run the motor for about 10 minutes each hour for heat, open the window for a little fresh air to avoid carbon monoxide poisoning, and make sure the exhaust pipe is not blocked. Make yourself visible to rescuers, and vigorously move your arms, legs, fingers, and toes from time to time to keep blood circulating. At home or in a building, stay inside. Properly ventilate and use fire safeguards if using an alternate source of heat. Eat and drink. Wear layers of loose-fitting, lightweight, warm clothing.

## First Aid Supplies

Assemble a first aid kit for your home and each vehicle.

### Items you should have:

- Two pairs of Latex, or other sterile gloves (if you are allergic to Latex).
- Sterile dressings to stop bleeding.
- Cleansing agent/soap and antibiotic towelettes to disinfect.
- Antibiotic ointment to prevent infection.
- Burn ointment to prevent infection.
- Eye Wash solution to flush the eyes or as general decontaminant.
- Thermometer
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates.
- Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies.

*First aid kits may also be purchased through the American Red Cross or at local pharmacies.*

## 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.

## Tools and Supplies

### Keep the following items handy for all-around use:

- Extra batteries of assorted sizes (check the shelf life)
- Plastic ware and paper goods
- Battery-operated or hand crank radio
- Flashlights
- Carbon monoxide and smoke detectors
- Cash (include change) and/or traveler's checks
- Non-electric can opener and utility knife
- Small ABC fire extinguisher
- Small shovel
- To ensure safe hygiene, pack toilet paper, soap and liquid detergent, plastic garbage bags with ties, a plastic bucket with a lid, disinfectant, and household chlorine bleach with a medicine dropper.
- Local map
- Personal tent
- Pliers
- Compass
- Waterproof matches
- Plastic storage containers
- Duct tape
- Thread
- Whistle
- Plastic sheeting

## Specialty Items

- **Babies:** formula, diapers and skin wipes, bottles, powdered milk, and medications.
- **Adults:** medications, prescriptions, denture needs, eyeglasses and/or contact lenses and related supplies, feminine hygiene products.
- **Entertainment:** games, books, and quiet toys for children.

## Emergency Supplies for Your Car

Emergency supplies that should *always* be kept in your vehicle:

- Blanket(s)
- Tools (for minor repairs)
- Flashlight & batteries
- Work gloves
- Important phone numbers
- Jumper cables
- First aid kit
- Warning triangle
- Bottled water
- Change for pay phones

You may want to include:


- Maps of areas you travel
- Sleeping bag
- Manual can opener
- Traction mats/chains
- Extra clothes and shoes
- Necessary medications
- Paper/pen
- Nonperishable food
- Shovel
- Rain gear
- Warm gloves
- Personal hygiene items
- Spare pair of glasses


## What to Do for Pets in Emergencies


Emergency planning should involve all members of the family, including pets. If your family must relocate to a shelter, your pet may not be allowed to stay in the shelter. Making arrangements for alternative pet care before a disaster occurs could save your pet's life. Locate a friend or relative who is able to board your animal, or a kennel that accepts pets during emergencies.


You will need to prepare a disaster kit for your pet. *The following list includes items that you will need to take with your pet if you must leave your residence quickly.*

- A pet carrier for each animal. The carrier should be large enough for your pet to stand, turn, and lie down.
- Up-to-date vaccination and medical records.
- Identification, license, and rabies tags.
- Picture ID of your pet.
- Medications
- Leash/muzzle
- Special needs instructions.
- Pet food
- Clean water
- Bowls and manual can opener.
- Cleaning supplies, including trash bags, bleach and medicine dropper (for water purification and use as a disinfectant), towels, paper towels, and other waste disposal supplies.
- Blankets
- Pet first aid book and kit.


 Homes or buildings where no owner or primary renter is apparent, and no home activities, yard work, painting, or maintenance seem to go on.

 Strange odors coming from houses or buildings.

 Door-to-door solicitors without proper identification or permits.

 Persons standing around possibly as lookouts.

 Strangers who come around livestock or crops, or employee-only areas.

 A person who asks improper questions about your workplace operations, security, or co-workers' habits.

## Natural Emergencies

### Hurricanes

are one of nature's most powerful forces. Hurricanes can destroy entire communities in very little time. It is important to learn the terminology used to describe the status of the hurricane and its potential for landfall in Maryland.

*If forecasters warn of any of the following, it is important to take the necessary precautions:*

• **Hurricane Alert:** the hurricane conditions pose a possible threat to your area over the next 72 hours.

• **Hurricane Watch:** the potential for hurricane conditions is good for your area over the next 36 hours.

• **Hurricane Warning:** the hurricane conditions are expected for your area within the next 24 hours. If you live in an area subject to storm surge or flooding, you may be asked to evacuate. **Begin precautionary action at once.**

*When a warning is declared you should put a family protection plan into action and ensure that your disaster supplies are ready. Also prepare your home for the storm. Shutter, board, or tape all windows and remove loose objects from your yard. Finally, fuel your car. Gas stations may not be open after the storm.*

Take extreme precaution after the storm. Do not travel unless officials have deemed your area safe. If you were evacuated to a shelter, stay there until officials say it is safe to leave. Avoid disaster areas so that recovery crews can begin clean-up efforts. Avoid downed power lines and report them to your utility company.

### Floods

Floods are the most common and widespread of all natural hazards. Some floods take days to develop, but flash floods can result in raging waters very quickly. Everyone should know the terms used to describe flooding conditions.

A **flood watch** means flooding is possible. A **flood warning** means flooding is expected.

When you call, *do not panic*. Keep calm. Answer questions asked by the 911 operator or department dispatcher. Your response is important in how the incident will be handled. Follow their instructions until help arrives.

**When opening mail:**

- 📧 Examine it for foreign bodies or powder.
- 📧 Lay it flat on a desk and open with a letter opener.
- 📧 Use a minimal amount of movement. Do not shake or spill contents without first looking inside.

**If a parcel is opened and a threat is identified:**

- 👉 If the substance spills onto a surface, leave the letter and do not move or clean up the substance; cover with another piece of paper, newspaper, or what is at hand; do not move it or leave it unattended; ask everyone in the room to leave; call 911; wash hands with soap and water; and follow instructions of the emergency responder.
- 👉 If the substance from the envelope spills onto your skin, wash with soap and water right away. Remove the clothes you were wearing and place them in a plastic bag. Take a shower and change clothes as soon as possible. Call 911. Seek medical attention immediately.

## Report Suspicious Activity

The federal, state, or local government may call for a heightened state of alert on the part of local law enforcement and citizens. When on heightened alert, law enforcement agencies may add extra patrols at a number of locations, increase staff, carry extra protective equipment, and communicate more frequently with federal, state, or other local law enforcement agencies.

Citizens should also be on alert and report any suspicious activity to police. Do not fail to act because you are not sure what you observe is worth reporting. If you suspect a crime is being, or about to be, committed, call 911. Do not panic. Do not put yourself at risk. If the activity simply appears suspicious, call a non-emergency law enforcement number and describe the activity.

**What types of activity should you report?**

- 📞 A strange vehicle parked in your neighborhood for a long time.
- 📞 Recurring appearances of a strange vehicle in your neighborhood.
- 📞 Strangers looking into houses and vehicles, or knocking on doors.
- 📞 A person tampering with utility systems without an identifiable company vehicle or uniform.
- 📞 A large amount of traffic coming to an apartment or house.
- 📞 A house where extreme security measures are in force.

Hampstead and Manchester Police Departments National Tip 411 Anonymous Text Program

\* To send a confidential tip to the Hampstead Police Department text your tip to #847411 (tip 411) then text HPDTIPS followed by your anonymous tip.

To send a confidential tip to the Manchester Police Department text your tip to #847411 (tip 411) then text MPDTIPS followed by your anonymous tip.

As a last resort, you may have to leave your pet at home. Find a confined area inside the home, preferably away from windows. Leave plenty of clean water and food to sustain your pet while you are away.

For more information on emergency preparedness for your pets, call **The Humane Society of Carroll County at 410-848-4810 or 410-875-5379.**

## Check on Relatives and Neighbors

During storms or other emergencies, check to see how your relatives are coping, especially senior citizens and persons with disabilities. If possible, consider helping them plan or locate resources from which to obtain assistance. Call the Carroll County Bureau of Aging at 410-386-3800 for more information.

## Keep Updated on an Emergency

Getting information during an emergency situation is vital, especially if evacuation may be required. Listen to local radio stations **WTTR 1470 AM, 100.7 WGRX FM, 97.9 WIYY FM, 1090 WBAL AM, a preprogrammed NWS weather radio,** or television stations **WMAR Channel 2, WBAL Channel 11, WJZ Channel 13, and WBFF Channel 45** to obtain information and instructions. Call 1-888- 5 GET EOC (1-888-543-8362) to obtain emergency information on available county programs and services.

## Public Emergency Shelters

When conditions warrant, the Carroll County Office of Public Safety may establish community-based shelters for local residents who may be required to evacuate their homes or work place. Normally, shelters are set up at locations where residents can seek refuge, as well as sleep and eat. The Carroll County Department of Social Services operates shelters with the assistance of the Carroll County District of the Central Maryland Chapter of the American Red Cross, Carroll County Health Department, and the Carroll County Public Schools. Information and locations of shelters are issued via radio and television, and by calling the county's 24-hour emergency information line at **1-888-5 GET EOC (1-888-543-8362).**

Persons needing shelter are asked to bring a sleeping bag or bed roll, change of clothing, bathing and sanitary supplies, pre-filled prescriptions and other medical needs, denture and eye care supplies, and special dietary supplies or requirements. With the exception of service animals, pets may not be permitted in shelters.

## Preparing for Evacuation from Your Home

Evacuation, as a protective action, is more common than you may realize. Hundreds of times each year, transportation or industrial accidents release harmful chemicals that force nearby residents to leave their homes. Fires and floods force people from their homes even more often, and almost every year residents along the coast must evacuate for approaching hurricanes. Evacuation planning has been ongoing for many years across the country, in Maryland, and in Carroll County.

- ◆ If an evacuation is called for in your neighborhood, you will be given specific information through the Emergency Alert System, radio, television, and local officials. Government agencies and the Red Cross, among others, will provide emergency shelter if necessary.
- ◆ Put your Family Disaster Plan into effect. Listen to a battery-operated radio for official information and instructions. All family members should wear clothing appropriate for the existing or forecasted conditions.
- ◆ Before leaving your home, lock all doors and windows. If there is time, unplug appliances.
- ◆ Let your out-of-state contact know where you are going. Always follow specific evacuation routes. **DO NOT** take short cuts. They may be blocked. Before returning home, continue to listen to the radio for information and instructions. **DO NOT** return home until officials say it is safe. **DO NOT** take any kind of flame into a damaged building. There may be leaking gas or other flammable materials present. If you smell gas, **DO NOT** turn on lights because they can produce sparks that could ignite gas. Leave the house immediately and notify the gas company. Never turn your gas back on, call your gas company and have them turn it on.
- ◆ Notify the power company of downed power lines. Follow health department instructions on using food items after a disaster. If appliances are wet, turn off the main electrical power switch.
- ◆ After the emergency has passed, call family and friends to let them know you are safe.

### Safety Note

**NEVER** use gas ovens, stovetops, or grills to heat your home. They pose a serious threat of fire and creation of 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. Keep heater 3 feet away from combustible items. When removing ashes from the fireplace, make sure that the ashes have been cooled, and are placed in a metal container away from the home.

Radiation fallout cannot be seen, smelled, felt, or tasted. In the event of a release of radioactive materials, remember to listen to your radio for official instructions.

### *How can I protect myself from radiation?*

**The three basic ways to reduce radiation exposure are through:**

- ⚙ **TIME** – Decrease the amount of time you spend near the source of radiation.
- ⚙ **DISTANCE** – Increase your distance from a radiation source.
- ⚙ **SHIELDING** - Increase the shielding between you and the radiation source. Shielding is anything that creates a barrier between people and the radiation source. Depending on the type of radiation, it can be as thin as window glass or as thick as several feet of concrete.
- ⚙ Learn your community's warning system.
- ⚙ Assemble a disaster supply kit.
- ⚙ Find out what buildings in your community may have been designated as fallout shelters. A basement or any underground area is the best place to shelter.

*Radiation fallout can be carried by the wind for hundreds of miles. Listen to your radio for official information and instructions.*

## Handling Mail Safely

### *What constitutes suspicious mail?*

#### Parcels that:

- 👁 Are unexpected or from someone unfamiliar to you
- 👁 Are addressed to someone no longer with your organization or are otherwise outdated
- 👁 Have no return address, or have one that cannot be verified as legitimate
- 👁 Are marked with restrictive markings, such as "personal" or "confidential"
- 👁 Have protruding wires or stains
- 👁 Show a city or state in the postmark that does not match the return address
- 👁 Have excessive postage, tape, or string

### *What should I do with a suspicious piece of mail?*

- ☒ Do not panic.
- ☒ Do not walk around the letter.
- ☒ Do not handle a letter or package you suspect is contaminated. Do not shake it, bump it, or smell it.
- ☒ Wash your hands thoroughly with soap and water.
- ☒ Notify local law enforcement. To notify local law enforcement authorities in Carroll County, call 911 for a **life-threatening** emergency. To report suspicious activity, suspicious mail, or if you have other non-emergency questions, call the **Carroll County Sheriff's Office, 410-386-2900**, or **Maryland State Police, Westminster Barrack, 410-386-3000**; or your municipal police department.

*In case of a chemical attack, authorities will advise you of the best course of action. You may need to evacuate the area immediately, to seek shelter at a designated location, or to shelter in place.*

If you are instructed to shelter in place:

- Turn off all ventilation including furnaces and air conditioners, vents, and fans.
- Seek shelter in an internal room, preferably without windows. Seal the room with duct tape and plastic sheeting. (See shelter-in place section)
- Remain in protected area and be sure to take your battery-operated radio with you.

If you are caught in an unprotected area:

- Attempt to get upwind of the contaminated area.
- Attempt to find shelter as quickly as possible.
- Listen to your radio for official instructions.

*Immediate symptoms of chemical exposure may include runny nose and tearing eyes, blurred vision, drooling, cough, difficulty breathing, and nausea.*

**If you are exposed to a chemical agent and immediate attention by professional medical personnel is not available, decontaminate yourself:**

- Remove all clothing and other items in contact with the body. Avoid pulling contaminated clothing over face and eyes. Place clothing in a plastic bag.
- Decontaminate your body by using soap and water.
- Remove contact lenses. Eyeglasses should be removed and soaked in a bleach solution.
- Flush eyes with lots of water.
- Change into uncontaminated clothing. (Clothing in a closed closet or drawer is most likely not contaminated).
- When advised to do so, proceed to a medical facility for screening.

## Radiation Threats

Radiation is a form of energy that is present all around us. It can be man-made as in an x-ray, from the sun and outer space, and from radioactive materials like uranium found in soil. Radiation can affect the body in a number of ways, from mild effects of sunburn to serious effects of cancer and death. Many of the serious consequences of radiation contamination are not seen for many years after exposure. Radioactive materials could be released by a nuclear power plant accident, an atomic bomb explosion, an accidental release from medical or industrial devices, or an intentional release of radioactive materials. Terrorist use of a radiological dispersion device (RDD) is more likely to occur than a nuclear device. The RDD, or "dirty bomb", is a combination of explosives and radioactive materials.

## Important Phone Numbers

<b>Emergencies (Fire/Emergency Medical Services/Police):</b>	<b>9-1-1</b>
<b>Carroll County 911 Non-Emergency:</b>	410-848-4343
<b>Carroll County 24-Hour Emergency Information:</b>	1-888-5 GET EOC
<b>Sheriff's Office Non-Emergency:</b>	410-386-2900
<b>FBI:</b>	410-265-8080
<b>Maryland Tips Line:</b>	1-800-462-TIPS (8477)
To report suspicious activity	
<b>Fire Marshal:</b>	410-552-0154
<b>Hampstead Police Department:</b>	410-239-8954
<b>Manchester Police Department:</b>	410-239-6900
<b>Sykesville Police Department:</b>	410-795-0757
<b>Taneytown Police Department:</b>	410-751-1150
<b>Westminster Police Department:</b>	410-848-4646
<b>Maryland State Police:</b>	410-386-3000
<b>Natural Resources Police:</b>	410-356-7060
<b>Carroll County Bureau of Utilities:</b>	410-386-2164
<b>Carroll County Health Department:</b>	410-857-5000; 410-876-2152
<b>Carroll County Public Schools:</b>	410-751-3000
<b>Carroll County Roads:</b>	410-386-6717
<b>Maryland Center for Missing Children:</b>	1-800-637-5437
<b>Maryland Extension Service:</b>	410-386-2760
<b>Maryland State Highway Administration:</b>	410-582-5650 or 1-800-543-2515
<b>Maryland Relay Service:</b>	7-1-1 or 1-800-552-7724 from anywhere
<b>Poison Center:</b>	1-800-222-1222
<b>American Red Cross:</b>	410-624-2040 24/7
<b>United Way's First Call for Help:</b>	410-685-0525; 1-800-492-0618
<b>Comcast:</b>	1-800-266-2278
<b>Allegheny Power:</b>	1-800-255-3443
<b>BGE:</b>	410-685-0123 or 1-800-685-0123 (gas leak or other emergency), 1-877-778-2222 (power outage or downed wire)
<b>Verizon:</b>	1-800-837-4966
<b>AT&amp;T:</b>	1-800-331-0500

**Note:** Residents living in areas damaged by a major storm or natural or man-made emergency should listen to local radio and television stations previously listed in this guide, or visit the County's web site, <http://ccgovernment.carr.org>, for recovery instructions.

## What to Do When Electrical Power is Lost

Disruption of electrical service can occur as a result of many things, including lightening, high winds, ice and heavy snow, and equipment failure. Usually service is restored in a short period. However, major power outages can happen for extended periods of time. When power is lost, you should:

- **Check to see if your neighbors have power.** It may only be in your home, 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, do not go near them or touch anything that they may be in contact with. Report downed power lines immediately.
- **Turn off major appliances.** Leave two or three light switches on in the home and the front porch light. When major appliances (refrigerators, electric water heaters, air conditioners and pumps) are left on, they could overload electric lines when power is restored, causing a second outage.
- **Keep refrigerator and freezer doors closed.** 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 temperatures are below freezing, it is 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 degrees Fahrenheit. Consider purchasing a thermometer for both the refrigerator and freezer. Do not refreeze seafood, poultry, ice cream, cream sauces, or anything susceptible to spoilage. Remember, when in doubt...throw it out.
- **Flashlights or battery-operated lanterns** should be used to illuminate the home. Candles and kerosene lanterns are not recommended for lighting because of the inherent fire safety hazards and fumes.
- **Portable emergency generators** can be used to provide limited electrical power during an outage. Take care to ensure that they do not pose a threat to you or 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 electrical 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 local power company.

*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 back home. As a rule of thumb, 25 pounds of dry ice will keep a 10-cubic-foot freezer at the proper temperature (32 degrees Fahrenheit) for three to four days.*

### • Plague

Plague is caused by the bacterium, *Yersinia pestis*. In the event of an intentional release, the bacteria would be breathed into the lungs and the person would begin feeling sick in less than a week. The first symptoms of plague include fever, cough, and shortness of breath. If a person knows that he or she has been exposed to the plague bacteria, and has begun to have symptoms, it is important to seek immediate medical attention. Plague is contagious, meaning the disease can be spread from person-to-person. Treatment for plague includes antibiotic therapy.

### • Smallpox

Smallpox has not been seen in the United States since 1949, and the last case in the world occurred in 1978. One case of smallpox would be a worldwide emergency. Smallpox illness begins with fever, headache, extreme backache, and fatigue. The rash begins two to four days later, and the individual is contagious from the time the first bumps appear until the last scab falls off. The bumps are very painful, firm, and progress at the same rate until scabs have formed. In the event of a smallpox outbreak, the federal government has stated that there will be enough vaccine for all Americans.

### • Tularemia

The bacterium that causes tularemia could be released into the air. Symptoms of tularemia include fever, fatigue, and weight loss and could progress to pneumonia. Tularemia is not contagious. Antibiotics are used to treat tularemia.

### • Viral Hemorrhagic Fevers

There are many viruses in this group that can cause illness. Some of the more well-known include Ebola, Marburg, Yellow Fever, and Dengue Fever. The viral particles could be released in the air then inhaled by individuals in the area. Signs and symptoms of viral hemorrhagic fevers include fever with flushing, bleeding, swelling, low blood pressure, and confusion. The extreme blood loss can be life threatening. Treatment includes fluid replacement, medications, and supportive care to provide comfort to the ill patient.

#### What precautions can you take?

- Practice good personal hygiene.
- Pay attention to news events and changes in threat levels.
- Report unusual or suspicious activities to local law enforcement.

## Chemical Threats

Chemical terrorism involves the deliberate or threatened release of agents in the form of poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or plants. Chemical weapons may be developed specifically as weapons of mass destruction or they may be common agricultural or industrial chemicals. They can be released by bombs, sprayed from aircraft, boats, vehicles, or used as a liquid to create a hazard. They can have an immediate effect – a few seconds to minutes, or a delayed effect – several hours to several days. The Germans first used chemical weapons in the form of chlorine gas in WW I. More recently, the chemical agent sarin was released by terrorists into the Tokyo subway in 1995.

## The Threat of Terrorism

The events of 9-11 and the subsequent anthrax mailings led most Americans to realize that terrorism is a threat that we have to live with, and prepare for, in this country. Terrorism affects people in many ways. It can cause injury or illness, make us fearful and scared, and have an adverse effect on our economy. In addition, our response to acts of terrorism often violates innocent individuals' civil rights.

Terrorists could utilize several different types of weapons in an attempt to cause harm. Some examples include explosives, biological agents, chemicals, and radiation. Explosives have been used several times over the past several years: at the Murrah Federal Building in Oklahoma, both World Trade Center attacks, the Pentagon, and in Pennsylvania.

The following is an overview of other weapons that could be used: biological, chemical, and radiological. This information is intended to educate individuals about these possible weapons, and in no way implies that their use is imminent.

### Biological Threats

A biological threat can be the deliberate or accidental release of germs or other biological substances that can make you sick. Most agents must be inhaled, enter the body through a break in the skin, or be eaten to make you sick. Some biological agents, such as anthrax, are not contagious. Many others, like the smallpox virus, can result in diseases you can catch from other people.

**The following is an overview of the agents most likely to be used in a bioterrorism attack.**

#### • Anthrax

Anthrax can enter the human body by three different routes: by inhaling, touching, or eating the bacteria or an anthrax spore. If anthrax were intentionally released, we would most likely be affected by breathing in the bacteria. Symptoms associated with inhalational anthrax include fever, fatigue, and weakness and could progress to respiratory distress. Anthrax is not contagious. Individuals exposed to the bacteria are treated with antibiotics.

#### • Botulism

Botulism is caused by the botulinum toxin, which is produced by bacteria called *Clostridium botulinum*. The toxin is one of the most poisonous substances known. The toxin can enter into the body by eating contaminated food, or by breathing air that contains the toxin. About one day after the toxin has entered the body; symptoms such as progressive muscle paralysis that leads to respiratory distress require the individual to seek emergency medical care. Botulism is not contagious. Treatment for botulism includes administration of the antitoxin, and/or supportive care to help the person breathe until the toxin is no longer in the body. Supportive care could last for several months.

- **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 the 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. Turn the pump off, drain supply lines at the lowest point in the house, water heaters, boilers and traps in drains of tubs, sinks, toilets, washing machines, and dish washers. 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 includes an alternate power source for the device and relocating the person.**
- **Trees** are a primary cause of power outages in Carroll County. Power companies have regularly scheduled programs for trimming 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

Select a single room in the home in which the entire family can live; ideally a room that gets sunlight during 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 helps to maintain body heat for longer periods. For homes with natural gas heaters, keep meters and vents clear of ice and snow.

## Emergency Planning for Businesses

Businesses are just as vulnerable to emergencies as individuals.

### **Business owners should develop an emergency plan that includes:**

- Maintaining a list of emergency numbers of employees so their families can be contacted if necessary.
- Having a plan in place to safely evacuate employees and customers.
- Practicing the plan with staff.
- Backing up computer data regularly and storing off-site.
- Purchasing ample insurance coverage to minimize losses.
- Identifying crucial business operations and developing plans to ensure their continuation in the event of an emergency.

*The time to think about what you need to do in the event of a disruption to your business is before you face a crisis. **Your employees need to know what to do in the event of an emergency.***

## In-Place Sheltering

Many emergency situations occur without warning, but still require emergency protective actions to take place. Chemical accidents are good examples of incidents that happen without warning. In the event of a chemical incident, you may be asked to take shelter within your home. There are precautions you must take in making your home safe.

### **To reduce the possibility of chemical vapors entering your home you should take the following precautions:**

- Close and lock all windows. Seal gaps under doorways and windows with wet towels, duct tape, or similar thick tape.
- Seal any gaps around window air conditioning units, bathroom and kitchen exhaust fan grills, and stove and dryer vents with tape and plastic sheeting, wax paper, or aluminum wrap.
- Close all fireplace dampers.
- Close as many doors as possible.
- Turn off all ventilation systems, including furnaces, air conditioners, vents, and fans.
- Have building superintendents set all ventilation systems at 100% recirculation so that no outside air is drawn into the structure.
- Close all drapes, curtains, and shades if local authorities warn of potential explosions. Stay away from windows to prevent injury.
- Remain in protected interior areas of your home and stay tuned to radio or television. You will be informed when it is safe to leave your home.

## Students in School

In the event of a local or national emergency, or ordered evacuation, parents should listen to local radio and television stations for announcements about changes in school closings or openings. Parents can also access this information online at <http://ccgovernment.carr.org>. Parents may pick up their children from school during the day, but during a crisis the best place for children may be the school itself. Wait for instructions. Do not go to the school to pick up your children, this may jeopardize your safety and that of your child. Unless an evacuation of the school is ordered, students will be kept at school until they can be safely transported home on normal bus routes. For additional information on school emergency plans, please visit <http://ccgovernment.carr.org> or contact your child's school.

## Hazardous Materials Incidents

### *What are hazardous materials?*

⚠ A hazardous material is defined by law as, “any product that corrodes other materials, explodes or is easily ignited, reacts strongly with water, is unstable when exposed to heat or shock, or is otherwise toxic to humans, animals, or the environment. Hazardous materials can include: explosives, flammable gases and liquids, poisons or poisonous gases, corrosives and caustics, nonflammable gases, oxidizers, water-reactive materials, and radioactive materials.

⚠ Hazardous materials are transported by road, water, air, rail, and pipeline, and are stored at fixed sites across the state.

⚠ Hazardous materials pose a risk to life, health, and property if they are released. Service stations, chemical plants, farms, wastewater treatment plants, and hospitals are just some of the facilities that routinely store radioactive, flammable, or other hazardous materials.

⚠ If you are outside during a hazardous materials incident, go indoors immediately. If you are in your car, turn off heating and air conditioning systems. Roll up all windows. Evacuate immediately if you are told to do so. If you are asked to take shelter, follow the instructions listed under “in-place sheltering.” After a hazardous material incident, do not enter the affected location until officials say it is safe. If your home was in the area, open windows, vents, and fans to ventilate the house. If you or anyone in your home has been exposed to a hazardous material, seek medical attention immediately.

### Hazardous Materials Commonly Found in Homes:

Bleach	Propane tanks	Ammonia
Oily rags	Oven cleaner	Paint/varnish/thinners
Laundry detergent	Gasoline	Aerosols
Diesel fuel	Hair spray	Pesticides and herbicides
Nail polish and removers	Fertilizer	Perfume/cologne
Lighter fluid	Aerosol deodorants	