



**OFFICE OF EMERGENCY MANAGEMENT**

**VILLAGE OF RIDGEFIELD PARK, NJ**

**234 MAIN STREET  
201-641-9221 EX 4**

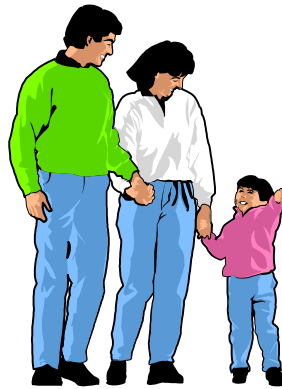
**FAMILY EMERGENCY PREPAREDNESS BOOKLET**

## MISSION STATEMENT

TO PROVIDE A COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM WHICH COORDINATES PEOPLE AND RESOURCES TO PROTECT THE LIVES, PROPERTY AND ENVIRONMENT OF THE VILLAGE OF RIDGEFIELD PARK USING AN ALL-HAZARD APPROACH THROUGH MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY FROM DISASTERS AND EMERGENCIES.

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THIS BOOKLET IS PROVIDED BY THE RIDGEFIELD PARK OFFICE OF EMERGENCY MANAGEMENT, TO ASSIST OUR VILLAGE RESIDENTS IN PREPARING FOR POSSIBLE EMERGENCIES OF ALL KINDS. IF YOU REQUIRE ADDITIONAL ASSISTANCE OR HAVE SPECIAL NEEDS, YOU MAY CALL THE OEM OFFICE DURING REGULAR BUSINESS HOURS.



## **FAMILY DISASTER PLAN**

**CREATE A DISASTER PLAN FOR YOUR FAMILY.** Include 2 places for family members to meet if separated; two ways to evacuate your home, if required; teach children how to dial 911; have phone numbers handy for out of area friends who can assist.

**STORE AT LEAST THREE DAYS OF EMERGENCY SUPPLIES.** Water- one gallon of water, per day for each person. Water for cooking, washing and sanitation. Food- Non-perishable, needing little or no cooking, high nutrition type. Special dietary food if needed. Eating and drinking utensils. Bottle and can openers. Communications- Battery operated radio and flashlights with extra batteries, cell phone with extra battery. Clothing and bedding- Complete change of clothing for each person, appropriate for season. Sturdy shoes, extra socks and underwear, rain gear, boots and sleeping bags.

**STORE SANITARY NEEDS.** Soap, washcloth, towels, toothpaste and brushes, shaving items, mirror, paper towels and toilet paper, baby supplies, first aid kits, medication etc.

**KNOW WHERE VALUABLE PAPERS ARE STORED.** Social Security cards, birth certificates, drivers license, credit cards, wills, bank books, insurance policies.

**Review these items with family members not living with you. Advise a trusted neighbor how to contact family members from out of the area.**



## **SENIORS AND NEIGHBORS WORKING TOGETHER**

Meet with your neighbors, make a plan to assist disabled or elderly neighbors in case of an emergency situation in your neighborhood.

Assist your needy neighbors with family disaster plans, family disaster kits and evacuation plans.

Many older citizens have unique concerns, medical needs and assistance with just getting around. In emergency situations, they will have to depend on caring neighbors.

If you have neighbors that have special needs or will require assistance which you can not provide notify the Office of Emergency Management or the Fire Department and a confidential list will kept on file. If, at anytime, this neighbor no longer requires special assistance, please request to have their name and address removed from our list.

**Neighbors working together and communicating with each other, will make for better living conditions at all times, not only during emergencies.**

## WINTER STORMS

### TERMS TO KNOW:

WINTER STORM WATCH - Be alert, a storm is likely.

WINTER STORM WARNING - Take action, the storm is in or entering your area.

BLIZZARD WARNING - Snow and strong winds combined will produce blinding snow, near zero visibility, deep drifts, and life threatening wind chill. Seek refuge immediately.

WINTER WEATHER ADVISORY - Winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists.

FROST, FREEZE WARNING - Below freezing temperatures are expected and may cause damage to plants.

The family disaster kit could come in handy during winter storms, due to power outages, no heat, etc. Be a good neighbor during winter storms as well as other emergencies.

A NOAA weather radio could come in handy.

Keep your vehicles winterized and fueled during expected winter weather, have an extra family disaster kit in each vehicle.

If you must go outside in severe winter weather, wear a hat and several layers of loose fitting clothing rather than one layer of heavy garments. Mittens are warmer than gloves, cover your mouth with a scarf to protect your lungs. Wear sturdy waterproof boots.

## **DO YOU HAVE A DISABILITY ?**

### **WHAT CAN YOU DO TO REDUCE THE EFFECTS OF A DISASTER AND TO DEVELOP A PERSONAL DISASTER PLAN ?**

Create a personal support network.

Complete a personal assessment of your needs.

Collect information and take actions that will help you meet your needs during evacuations and after the disaster happens.

Gather essential supplies you will need during and after a disaster, especially those specific to your disability.

Make your home and office safer.

**BEING READY FOR A DISASTER IS A PART OF MAINTAINING YOUR INDEPENDENCE. IF YOU ARE PREPARED AHEAD OF TIME, YOU WILL BE BETTER ABLE TO COPE WITH ANY DISASTER AND RECOVER FROM IT MORE QUICKLY.**

# FLOODING FACTS

FLOODS ARE AMONG THE MOST FREQUENT AND COSTLY NATURAL DISASTERS IN TERMS OF HUMAN HARDSHIP AND ECONOMIC LOSS. IN THE 12 MONTH PERIOD BETWEEN SEPTEMBER 1999 AND AUGUST 2000, OVER HALF THE COUNTIES IN NEW JERSEY WERE DECLARED DISASTER AREAS BECAUSE OF FLOODING.

If your property is vulnerable to flooding:

Talk to your insurance agent. Most homeowner's policies do not cover flooding. Ask about the National Flood Insurance Program (NFIP).

If heavy rains are predicted, check your local weather stations regularly for warnings.

Develop an evacuation plan. Everyone in your family should know where to go if they have to leave. Trying to make plans at the last minute can be upsetting and create confusion.

Check with your local plumber, heating contractor and electrician to learn how to shut off utilities if you are instructed to do so by Village Officials.

Make a record of your personal property. Take photographs of or videotape your belongings and store records in a safe place. Keep insurance policies and deeds in a safe place.

**Do not enter a flooded basement or flood area, hidden hazards could be present, such as bare wiring.**

# HOME CHEMICAL SAFETY

CHEMICALS ARE A NATURAL AND IMPORTANT PART OF OUR ENVIRONMENT. BUT UNDER CERTAIN CONDITIONS, CHEMICALS CAN BE POISONOUS OR HAVE A HARMFUL EFFECT ON YOUR HEALTH. SOME CHEMICALS WHICH ARE SAFE, AND EVEN HELPFUL IN SMALL AMOUNTS, CAN BE HARMFUL IN LARGER QUANTITIES OR UNDER CERTAIN CONDITIONS.

**Keep all medicines, cosmetics, cleaning products and other household chemicals out of the reach of children. If your child should eat or drink a non-food substance, find any containers immediately and take them to the phone, call 911 and follow instructions carefully.**

- \* The best ways to avoid home chemical accidents are to read and follow the directions for use, storage and disposal of the product.
- \* Dispose of household chemicals properly.
- \* In the event there is a major chemical emergency at a local commercial facility, you will be notified by the local emergency services, as to what to do. Follow the instructions of the authorities carefully. **If the situation requires evacuation, state and federal law gives the Village Office of Emergency Management full authority to enforce such evacuation.**
- \* If you are told to **shelter in place**, go inside, close all windows and vents and turn off all fans, heating or cooling systems. Take family members and pets to a safe room, seal windows and doors, and listen to orders from Emergency Service personnel.



# HEAT WAVE

## IF A HEAT WAVE IS PREDICTED OR HAPPENING

**SLOW DOWN.** Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4:00 AM and 7:00 AM.

**STAY INDOORS** as much as possible. If air conditioning is not available, stay on the lowest floor, out of the sunshine. Try to go to a public building with air conditioning each day for several hours. **If your health depends on your being in a cool environment, contact the Village Office of Emergency Management for direction.** Remember, electric fans do not cool the air, but they do help sweat evaporate, which cools your body.

**WEAR LIGHTWEIGHT**, light colored clothing.

**DRINK PLENTY OF WATER** regularly and often, even if you do not feel thirsty. Avoid drinks with alcohol or caffeine in them.

**EAT SMALL MEALS** and eat more often. Avoid foods that are high in protein, which increase metabolic heat.

**AVOID USING SALT TABLETS** unless directed to do so by a physician.

# ***CHILDREN & DISASTERS***

*Disasters and large-scale emergency events can be frightening for adults, but they are traumatic for children if they don't know what to do. During a disaster, your family may have to leave your home and daily routine and children may become anxious, confused or frightened. As an adult, you'll need to cope with the disaster in a way that will help children avoid developing a permanent sense of loss.*

*In a disaster, they'll look to you and other adults for help. How you react to an emergency gives them clues on how to act. Your children will react with more confidence if you prepare a family disaster plan and practice same.*

*Children's fears also may stem from their imagination and you should **take these feelings seriously**.*

*Immediately after the disaster, try to reduce your child's fear and anxiety by keeping the family together calmly and firmly explain the situation, encouraging children to talk about what happened and include children in recovery activities.*

*You can help children cope by understanding what causes their anxieties and fears. Reassure them with firmness and love. Your children will realize that life will eventually return to normal. If a child does not respond to the above suggestions, seek help from a mental health specialist or a member of the clergy.*

***A GOOD START WOULD BE TO HUG YOUR CHILDREN TODAY!***



## ***DON'T FORGET YOUR PETS***

### ***AS A DISASTER APPROACHES:***

*Make arrangements for your pets as part of your household disaster planning.*

*If you must evacuate your home, it is always best to take your pets with you.*

*If, as a last resort, you have to leave your pets behind, make sure you have a plan to ensure their care. Decide on a safe location in your house where you could leave your pet in an emergency.*

*When assembling emergency supplies for the household, include items for your pets.*

*During a disaster, bring your pets inside immediately.*

# ***BIOLOGICAL WARNINGS***

## ***IF THE GOVERNMENT ISSUES A WARNING OF A IMMINENT BIOLOGICAL EMERGENCY***

- 1. Make sure you and your family (including pets) stay indoors, shut off all air condition units, close all windows, doors and vents. **Do not go outside unless evacuation is ordered.***
- 2. Turn on the television or radio, to your local news station (New York stations). Follow the warnings and directions carefully.*
- 3. Keep all food and water in sealed containers.*
- 4. If evacuation is required, follow the directions of Police and Fire personnel carefully.*
- 5. Have a plan, the name and address of a relative within driving distance, where you and your family can stay until the emergency is over.*

***MOST OF ALL, FOLLOW DIRECTIONS CAREFULLY***

*After the disastrous events of September 11, 2001, our nation has been on the highest alert for additional terrorist incidents.*

*The Emergency Services of the Village of Ridgefield Park have answered our Nation's call.*

*The Office of Emergency Management recently reviewed and revised the Village Emergency Management Plan, which had been approved by the State and Federal OEM, on August 31, 2001. All Emergency Services have copies of the 690 page plan.*

*The Mayor and Emergency Management Coordinator have had meetings with the Police, Fire, Rescue and EMS services to discuss preparedness for all types of emergencies.*

*Please be assured, the Village of Ridgefield Park Emergency Services (Police, Fire, Rescue, and Ambulance) are fully trained for their responsibilities and are highly professional.*

*With the exception of the Office of Emergency Management and the Police Department, all of our Emergency Services are volunteers and are always looking for additional members. If you would like to help your community, visit your local firehouse, rescue squad or Ambulance Corp to ask about volunteering.*

***EMERGENCY PHONE NUMBERS:***

<i>Ridgefield Park Police, Fire, Ambulance, Rescue</i>	<i>911</i>	<i>201-641-6400</i>
<i>Ridgefield Park Office of Emergency Management</i>		<i>201-641-9221 ex 4</i>
<i>Public Service Electric &amp; Gas</i>		<i>800-722-0256</i>
<i>United Water Company</i>		<i>800-422-5987</i>
<i>Holy Name Hospital</i>		<i>201-833-3000</i>
<i>Hackensack University Medical Center</i>		<i>201-996-2000</i>
<i>Englewood Hospital</i>		<i>201-894-3000</i>
<i>Bergen Regional Medical Hospital (Bergen Pines)</i>		<i>201-967-4000</i>

***YOUR DOCTOR***

***NEAREST RELATIVE***

***INSURANCE COMPANY***

***THIS BOOKLET HAS BEEN SPONSORED BY:***

***RIDGEFIELD PARK OFFICE OF EMERGENCY MANAGEMENT***

***MAYOR GEORGE D. FOSDICK***

***COORDINATOR DOUGLAS HANSEN***

***DEPUTY COORDINATOR ALAN O'GRADY***

***VILLAGE CLERK SARAH WARLIKOWSKI***

***POLICE CHIEF DIETER AHRlich***

***POLICE LT. EDWARD ROSE***

***VOLUNTEER FIRE CHIEF***

***VOLUNTEER RESCUE CHIEF***

***VOLUNTEER AMBULANCE CAPTAIN***

***HEALTH OFFICER DEBORAH RICCI***

***WELFARE OFFICER MARY PULEIO***

***BOARD OF EDUCATION RONALD WEBER***

***PUBLIC WORKS MICHAEL MONROE***

***ENVIRONMENTAL JAMES RUFF***

***SUPERINTENDENT OF SCHOOLS DR. JOHN RICHARDSON***