

# CITY OF CLAREMONT



# EMERGENCY ACTION PLAN



## Overview

Each day we take protective measures to ensure that we safeguard our family members and ourselves. We take action each day, mostly out of second nature. These actions can include, buckling your seatbelt, wearing protective clothing while playing sports, wearing safety glasses, or wearing steel toe boots to work. Each of these simple actions can help protect you as you go about your day. In order to ensure your safety during an emergency such as a flood, tornado, hurricane, or large accident, it is essential that you plan and prepare for such events. The City of Claremont is full of potential for disasters, with our large industrial businesses, the railroad, major highways and our geographical location in natural disasters. This document is intended to give you the basic understanding of planning for emergencies. Keep in mind that each disaster or event is unique and your ability to act quickly is critical. When disaster strikes remain calm and patient and put your plan into action. Listen carefully to information and news and avoid getting caught up in the hysteria caused by rumors. React with the facts and information rather than rumors. You can rest assured that top-notch emergency personnel are protecting your City, but they are also counting on you to be ready to act to help protect yourself and your families. The hope is that we never have to implement these well-laid plans but we cannot avoid the real potential for disasters.

## Preparedness

Preparedness is everyone's concern, not just government agencies, but also all sectors of society. Service providers, businesses, civic & volunteer groups, industry, churches, and neighborhood associations as well as every individual citizen should plan for disasters. During the few hours or days following a disaster, essential services may not be available and our preparedness will play a key role in your ability to act.

### **Create a Disaster Plan**

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of Fire, severe weather, and other potential incidents.
- Pick two places to meet. 1) In case of a sudden emergency, meet in a designated place. 2) In case you cannot return home designate a place in another community to meet.
- Ask an out of state friend to be your "family contact". After a disaster, it is often easier to place a long distance call. Other family members should call this person and tell them their location. Everyone must know the phone number of your "family contact".
- Discuss what to do in case of an evacuation. Determine the best escape routes

from your home. Try to find two ways out of each room.

- Plan how to take care of your pets.
- Plan on what items you may have to take with you in the event of an evacuation. Do you have quick access to important documentation, clothes, medications, extra cash or credit cards?

## **Practice & Maintain your Plan**

It is important that you practice the plan on a regular basis so family members will remember what to do when disaster strikes. There may not be enough time in an actual emergency to refresh your entire family.

- Quiz your entire family often so they remember what to do.
- Replace stored water and food every six months.
- Test and recharge your fire extinguishers according to the instructions.
- Test your smoke detectors monthly and change the batteries twice a year.

## **Complete a Checklist**

- Post emergency telephone numbers by your phone, or ensure these numbers are stored in your cell phone.
- Teach children how and when to dial 9-1-1.
- Show each family member how and when to turn off water, gas, and electricity at the main shut offs.
- Check to see if you have adequate and proper home insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms and if possible install smoke detectors in the each bedroom as well. Once these are installed, they need to be tested monthly and have the batteries replaced twice a year.
- Conduct a home hazard hunt. During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is

a home hazard. Inspect your home at least once a year and fix potential hazards.

- Stock emergency supplies and assemble a Disaster Kit. Items to include are: Battery operated radio and flashlight, extra batteries, water, first aid kit, prescription medications, non-perishable foods, and baby/infant care items (if applicable).
- Consider making an itemized list of personal property, including furnishing's, clothing, and valuables. Photographs of your home inside and out are extremely helpful in assisting adjusters in settling claims and prove insured losses.
- Ensure all of your important information including, birth certificates, social security cards, identification, insurance policies, titles, deeds, etc.. are kept in a fire proof safe or in a safe deposit box. This safeguarding will ensure you have access to your documents in the time of highest need.

## What Can I Do?

### **How will I know if something has happened?**

Emergency warning and notification procedure typically used by the City of Claremont in the event of a disaster include:

- Emergency Alert System (EAS)- Information will be provided via radio and television
- CODE RED- An automated system for sending recorded messages via telephone, cell phone, text and email. You must sign up for this system in order to receive information.
- Residential route alerting- If possible, messages maybe announced to neighborhoods from police, fire and rescue vehicles.
- Neighbor to neighbor alerting.

### **Evacuation**

Evacuation means to leave the area of the actual or potential hazard or disaster. Emergency managers carefully develop plans and procedures for evacuations to avoid confusion and get people out of an area safely and quickly. If an evacuation is called for, your local officials will advise you or notifications will be sent to advise of what route to take and locations of shelters. If you evacuated do not return home until authorities say it is safe and upon your return follow the instructions given by authorities. There may be curfews or limited access to protect your safety.

## **What to do in a Hazardous Material Incident**

- Stay away from the incident site to minimize the risk of contamination and follow all instructions given by emergency authorities.
- If you were caught outside during an incident, try to stay upstream, uphill, and upwind of the spill site. Many materials can be carried very quickly by water and air. In general, try to stay at least one mile from the danger area.
- If you are in a car, close the windows and shut off the heat and air conditioning. This will reduce the risk of contamination.
- Avoid contact with any spilled liquid material, airborne mist or solid chemicals.
- Do not drink or eat any food or water that you suspect may have been contaminated.

### **Sheltering In Place**

Depending on the severity of the material and the nature of the spill, you may be asked to shelter in place. This means you will need to stay in your home or automobile until the spill or leak is fixed. To reduce the probability of potentially toxic vapors from entering your home, seal all entry doors and keep them closed until instructed or the event is over. Seal any gaps around windows or doors and close your fireplace dampers. Once you have sealed your home turn off any HVAC equipment or if it is a commercial HVAC system close the fresh air intake.

### **Decontamination**

If you are exposed to Hazardous Material, you should:

1. Follow decontamination as directed by local authorities. Depending on the chemical, you may be advised to shower or you may be advised to stay away from water and follow other procedures.
2. Seek medical treatment for unusual symptoms that may be related to the exposure.
3. If medical help is not immediately available and you think you might be contaminated, remove all of your clothing and shower thoroughly (Unless local authorities advise otherwise). Change into loose, warm clothing and seek help as soon as possible.

4. Place exposed clothing and shoes in tightly sealed containers before showering and do not allow them to contact or containment others. Contact local authorities for disposal.
5. Advise everyone who comes in contact with you that you may have been exposed.
6. Find out from local authorities how to clean up your property.
7. Report any lingering vapors, chemicals, or hazards to 911.

## **Important Phone Numbers**

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Catawba County Dispatch Emergency	911
Catawba County Dispatch Non-Emergency	828-464-3112
Claremont Police Department	828-466-7265
Claremont Fire Department	828-459-9296
Claremont Rescue Squad	828-459-7968
Claremont Public Works	828-466-7197
Claremont City Hall	828-466-7255
North Carolina Highway Patrol	828-466-5528
American Red Cross	828-322-4151
Center for Disease Control	800-232-4636
Poison Control	800-222-1222
Public Service of North Carolina (GAS)	877-776-2427
Duke Power	800-777-9898
Bellsouth	866-346-1168