

A Guide to Emergency Management



Dudley, Massachusetts

December 2011

Emergency Contact Numbers

Fire Department: **911** in case of emergency
or 508-949-8040

Police Department: **911** in case of emergency
or 508-943-4411

Ambulance: **911** in case of emergency
or 508-949-8040

Poison Control Center: 800-222-1222

Animal Control: 508-949-8024

Primary Warming / Cooling Center:
Senior Center at the Town Hall

Primary Emergency Shelter:
Dudley Middle School

Other Contact Numbers

For More Information . . .

Go to ...

www.Ready.gov

www.mass.gov/mema

www.mass211.org

**and
Be Prepared!**

Special thanks to



for making this booklet possible!

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Introduction

Dear Residents of Dudley,

My name is David Anderson; I am a Life Scout in Boy Scout Troop 273 in Dudley, Massachusetts chartered by St. Anthony of Padua Church. In working toward the rank of Eagle Scout, a requirement is to complete an Eagle Scout Service Project. The project had to be an original idea and have a positive contribution to the community. For my Eagle Project, I chose to create and distribute an Emergency Management booklet for the Town of Dudley.

Over the past several years, our town was subjected to some of the most dangerous weather in our town's history. With the ice storm, Hurricane Irene, tornados and recent snow storm, many are still left without homes, and in some cases, without members of their family.

With this booklet, I hope to increase public awareness of disaster situations and the actions to take when they occur in order to minimize more unfortunate losses during emergency situations.

It is my hope that through this booklet, I can impart the knowledge I have gained through Scouting to all of you, so you too can "Be Prepared" for whatever lies ahead.

This is an Eagle Scout Service Project and is not an official publication of the Boy Scouts of America.

Yours in Scouting,



David Anderson



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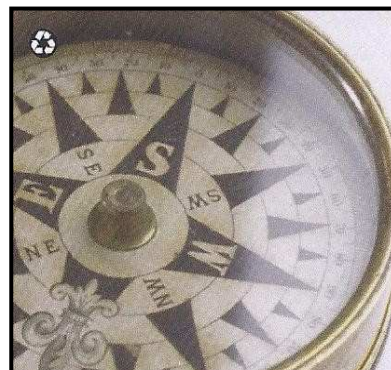
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Creating an Emergency Plan

When creating an emergency plan, you must take all different variables into account. How many people are in the house? Is there a Family pet? Is there a safe and secure spot outside the home to go to in case of an emergency? All these questions must be thought of in advance.

First, you must compile a list of important numbers to contact, like the list of numbers listed on the inside front cover of this booklet. It would also be wise to include the numbers of the adults in the house, for younger members of the household to contact in case of an emergency. An example is shown on the next page. It is also a good idea to sit down with every member of the household and create a list of numbers for all members of the home.

After a contact list is prepared, a safe area must be decided by members of household. Try to determine a safe area where you are the least likely to be injured. It is a good idea to practice Emergency Drills to help with younger members of the household so that they will know where to go if a situation arises. When an emergency situation arises, remember that there are two ways out of every room in the house. So, if an emergency occurs, and one way is blocked, look for another door or window to leave the room. Sometimes the exit being blocked is the way you came in.

Emergency Contact Sheet

FOR EMERGENCY SERVICES: DIAL 911

The best time to prepare for an emergency is before it happens. Fill out this sheet and keep it near each phone. Update the sheet when necessary, and be sure to let family, babysitters, and others know that it is available.

EMERGENCY NUMBERS

Poison Control Center: **1-800-222-1222**

Hospital Name: Phone:

Doctor's Name: Phone:

Dentist's Name: Phone:

Pharmacy Name: Phone:

Health Insurance Plan: Phone:

Policy #: Phone:

FAMILY CONTACT NUMBERS

Parents' Names:

Kids' Names:

Address:

City: State: Zip:

Home Phone:

Mom Cell #: Mom Work #:

Dad Cell #: Dad Work #:

Emergency Contact 1

Name:

Relationship:

Phone:

Emergency Contact 2

Name:

Relationship:

Phone:

In an emergency, call 911 or your child's doctor. Before your child gets sick, speak with your doctor about the best way to handle an injury, illness, or emergency.



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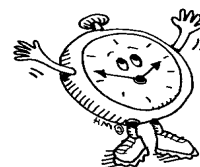
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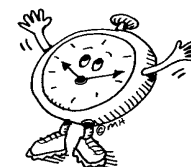
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Creating an Emergency Supply Kit

When creating a supply kit, you must prepare for a long stay. The longest that you would have to wait for emergency response team in case of a disaster is about **72 hours**, so appropriate food and drink items must also be stored with the first aid kit. Be sure to include items like glasses, playing cards, and other personal items in the event your family needs to be moved to a shelter.



72 Hour Supply Kit



- **Water** - At least one gallon per person per day for drinking and sanitation
- **Food**- At least three days worth of various non-perishable foods. Baby food should also be stored if an infant is in the household
- **Battery-powered or hand crank radio and extra batteries**
- **Flashlight and extra batteries**
- **Dust mask**, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- **Moist towelettes, garbage bags and plastic ties** for personal sanitation
- **Wrench or pliers** to turn off utilities
- **Can opener** for food (if kit contains canned food)
- **Cell phone with chargers, inverter or solar charger**

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A portrait of Francis P. DeFalco, D.C., a man with short dark hair, smiling. He is wearing a dark suit jacket, a light blue dress shirt, and a patterned tie. The background of the portrait is a solid light blue.



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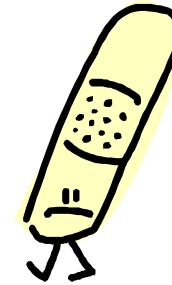
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Basic First Aid

In an emergency, it is appropriate to be able to treat injuries and stabilize the patient until help arrives. In this section, we will cover cuts, puncture wounds and more complex injuries like fractures and severe bleeding. First you must be able to recognize the signs of each injury, and take appropriate measures to treat it.



Burns

Get the victim away from the source of heat that caused the burn. Treat any hurry cases for example stopped breathing, no heartbeat, or severe bleeding. Then try to assess the degree of the burn.

- **First Degree** – Mild burn red in appearance
 - Hold burn under cool water until there is no pain
- **Second Degree** - Blisters present
 - Place the injury under cool water until the pain goes away. Let the burn dry, then protect it with a sterile gauze pad. **DO NOT BREAK THE BLISTERS!!!!!!** That makes them open wounds!
- **Third Degree** – Skin may blackened or burned away
 - DO NOT remove burnt clothing
 - Make sure the victim is breathing. If breathing has stopped or the victim's airway is blocked then open the airway and if necessary begin CPR
 - If the victim is breathing, cover the burn with a cool moist sterile bandage or clean cloth
 - Treat for shock & call **911**

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Cuts & Bleeding

- While these injuries are not fatal, the wound must be cleaned to avoid infection and properly bandaged.
- Call 911
- Wear synthetic gloves
- Treat for shock; lie victim down & slightly elevate legs
- If possible keep the affected area elevated
- Remove any obvious debris / particles
- Apply direct pressure using clean cloth / bandage
- Apply pressure continuously for at least 20 minutes
- Do not remove to check the bleeding
- The pressure points for arm – below arm-pit / above elbow
- For leg--behind knee / near groin
- Squeeze the artery keeping finger flat
- Hold the bandage in place using an adhesive tape
- If bleeding seeps through bandage, do not remove it, add extra bandage on top of the first one
- Continue applying pressure on the wound
- Once bleeding has stopped immobilize the affected part



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Diabetes

Signs of Low Blood Sugar (also known as Hypoglycemia)

- Unconsciousness
- Fast Heartbeat
- Sweating
- Anxious
- Dizziness
- Impaired Vision
- Weakness, Fatigue
- Pale Skin
- Irritable / Confusion

What to do?

- Drink a cup of Orange Juice with added sugar, eat Peanut Butter or Canned Frosting, only if they are conscious
- Test your Blood Sugar
- Wait 30 minutes after symptoms go away and eat a light snack
- If symptoms persist and blood sugar is less than 70 mg / dL call 911

Signs of High Blood Sugar (also known as Hyperglycemia)

- Extreme Thirst
- Frequent Urination
- Dry Skin
- Irritable / Confusion
- Blurred Vision
- Drowsiness
- Nausea

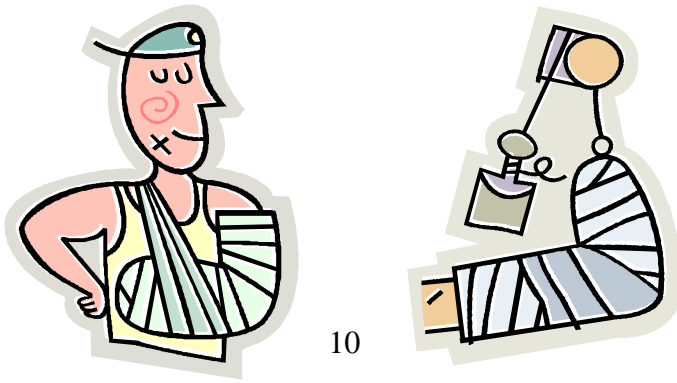
What to do?

- Test your Blood Sugar
- If over 250 mg / dL for several tests call 911

Falls & Fractures

- Check for broken bones, seizures, or any sign of injury
- A Significant fall is twice the height of the victim.
- If victim is injured, call 911 and wait for help
- Wait for EMS and DO NOT attempt to transport victim if you suspect head, back, or neck injury; if there's a visible deformity of bone; or if the victim cannot be splinted or transported without causing more pain
- DO NOT move victim unless necessary to save victim's life
- Immobilize and support affected bone in position found
- DO NOT try to push protruding bone back into body or let victim move or use affected area
- Control any bleeding through direct pressure, but DO NOT elevate affected area
- If bone is protruding, cover with clean cloth once bleeding is controlled

Immobilize injured area, and, if no open wound present, apply ice pack wrapped in clean cloth



10

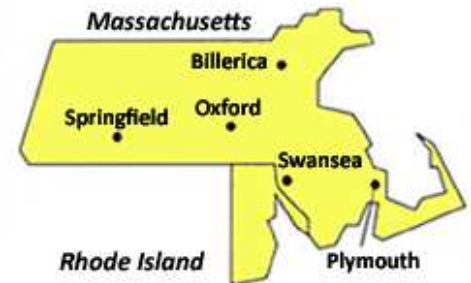


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Heart Attack / Chest Pain

- Discomfort, pressure, heaviness, or pain in the chest, arm, or below the breastbone
- Discomfort radiating to the back, jaw, throat, or arm
- Fullness, indigestion, a feeling that someone is sitting on your chest
- Sweating, nausea, vomiting, or dizziness
- Extreme weakness, anxiety, or shortness of breath
- Rapid or irregular heartbeats

Though these are common examples of Heart Attack symptoms, please note that every person reacts differently to a heart attack and could possibly display symptoms other than what is listed. If you suspect anyone is suffering from the symptoms above, call 911




Poison

- Remove anything remaining in the mouth
- Do not try to neutralize a poison
- Never attempt to induce vomiting; this procedure can be very dangerous
- Find out what the poison is




- If you suspect that you or someone you know has been poisoned, call the Poison Control Center at 1-800-222-1222



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Works Referenced

- The Boy Scout Handbook, 11th ed.
- FEMA website (www.ready.gov)
- MEMA website (www.mass.gov/mema)
- Mass. 2-1-1 website (www.mass211.org)
- Novo Care Diabetes Chart
(<http://www.novonordisk.com/diabetes/public/diabetestools/hypoglycaemia/whatarethesymptoms.asp>)

I would like to thank everyone for not only their financial support, but also for their generous contributions of time and effort. Without you, this idea would never have become a reality.

Yours in Scouting,

David

Stroke

- Call 911
- Sudden numbness or weakness of your face, arm, or leg especially on one side of your body
- Sudden confusion or trouble speaking or understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, or loss of balance or coordination
- Sudden severe headache with no known cause
- Call 911 immediately if you or your loved one has any of these symptoms



What to do?

During the following emergency situations, it is important to listen to the local access channels (channels 11 and 12) for more information. To learn more about the following emergency situations, go to www.ready.gov.

In Case of Fire . . .



If you wake in bed with smoke in the room:

- Roll out of bed, stay low, and crawl to the door. Smoke fills a room from the ceiling down
- Test the door with the back of your hand
- If the door is hot, go to another exit
- If the door is cool, open it slowly
- Make sure that all members of the house are alerted of the fire before leaving
- Go to your meeting place outside the home
- Use your neighbor's phone and call for help (Call 911)
- Do not go back in your home. You may be seriously injured

Tornado

- In the case of a tornado, Emergency Management will contact the community to notify about the storm. Be sure to monitor the Local Access Channels (11 & 12), the towns Twitter account, channel 5 news, or call 211
- In a home or building, move to a pre-designated shelter, such as a basement
- If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture
- Stay away from windows
- Do not try to outrun a tornado in your car; instead leave it immediately
- If caught outside or in a vehicle, lie flat in a nearby ditch or depression
- Mobile homes, even if tied down, offer little protection from tornadoes and should be abandoned
- If you are not able to seek shelter in a building, and find yourself outside during the impending tornado, then find a ditch or low lying area. Form a ball with your body, paying close attention to protecting your head by clasping your hands behind your head
- Be sure to monitor your local weather

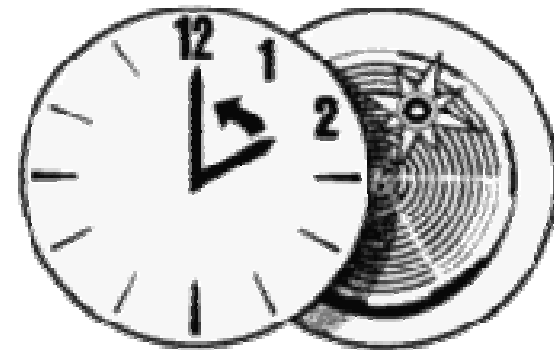
Flood

- Find out if your home is at risk for flood and educate yourself on the impact a flood could have on you and your family. FEMA's Flood Insurance Study compiled statistical data on river flows, storm tides, hydrologic / hydraulic analyses, and rainfall and topographic surveys to create flood hazard maps that outline your community's different flood risk areas
- Be aware of flash floods. If there is any possibility of a flash flood occurring, move immediately to higher ground
- Listen to radio or television stations for local information
- Be aware of streams, drainage channels and areas known to flood suddenly
- Secure your home. If you have time, bring outdoor garden equipment and lawn furniture inside or tie it down. Move essential items to the upper floors of your house
- If instructed, turn off utilities at the main switches or valves
- Be sure to monitor your local weather

If Your Clothes Catch Fire . . .

- **STOP** - Do not run. It will fan the flames, making them bigger
- **DROP** - To the Ground or floor immediately and cover your face with your hands
- **ROLL** - Over back and forth to smother the flames

Change Your Clock



Change Your Battery

**Remember to change your
Smoke Detector's batteries twice a year!**

Blizzard

- Prepare for power outages and blocked roads. Winds, ice and snow tend to bring down power lines. Make sure that you have flashlight, batteries, candles, matches or lighters, a battery operated radio, and emergency food supplies and blankets
- Be prepared with alternative heat sources
- If you are on the road during a blizzard, get off the road until driving conditions are safe again
- If you get stranded in your car during a bad snow storm be prepared with plenty of warm clothes, snacks and water
- Never leave engine running
- If you have a cell phone, make sure it is charged
- Stay indoors where it's safe, and warm!
- Designate a spot, in your home, to keep a bag of warm clothes for each person in the household
- Stock up on shovels and snow removal equipment before the snow storm
- You may also want to cover the windows and spaces around the doors to keep drafts at a minimum in the event the heat shuts off
- If you live in an area that gets bad storms regularly consider investing in an emergency generator. Having an alternate source of power if the main lines go down can be a life saver. Don't forget to have extra fuel on hand as well!
- Be sure to monitor your local weather

Hurricane

- A hurricane watch means a hurricane is possible in your area
- A hurricane warning is when a hurricane is expected in your area. If local authorities advise you to evacuate, leave immediately
- Be prepared to evacuate by monitoring your local radio and television news outlets or listen to NOAA Weather Radio for the latest developments. For more information, go to www.mass.gov/mema
- Hurricane hazards come in many forms: lightning, tornadoes, flooding, storm surge, high winds, even landslides or mudslides can be triggered in mountainous regions
- Hurricanes are classified into five categories based on their wind speed, central pressure, and damage potential. Category Three and higher hurricanes are considered major hurricanes, though Categories One and Two are still extremely dangerous and warrant your full attention
- Be sure to monitor your local weather