

Is your family prepared?



72 hours...

Family Name: _____ **Date:** _____



Sherman Emergency Management Agency
401 St. Johns Drive • Sherman, Illinois 62684
www.shermanil.org

You should be prepared to take care of yourself and your family for a minimum of 72 hours.

If a disaster happens in your community, it may take emergency workers some time to get to you as they help those in desperate need.

This brochure provides vital information and an opportunity for your personal information to be filled-in, providing you your own Emergency Plan.

By taking a few simple steps today, you can become better prepared to face a range of emergencies – anytime, anywhere. Use this guide to create your own emergency plan. Use the checklists to build a 72-hour emergency kit. These basic steps will help you to take care of yourself and your loved ones during an emergency.

Our partners

This publication was developed in collaboration with:



**American
Red Cross**



Public Safety and Emergency
Preparedness Canada



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*“Emergency preparedness is a shared responsibility.
While we are working hard to keep you safe,
you as individuals also have an important role to play.
By taking a few simple steps today,
together we can build a prepared community for tomorrow.”*

Mayor Trevor Clatfelter

① Know the risks.

Although the consequences of disasters can be similar, knowing the risks specific to your region can help you prepare yourself better. Across Illinois we face a number of hazards, from earthquakes to blizzards, to tornados. In addition to natural disasters there are other types of risks, such as blackouts, industrial or transportation accidents, and the possibility of acts of terrorism on United States soil. We need to prepare for all types of emergencies.

The following list contains checked-off natural risks and other hazards that are most likely to affect us and other communities in this area of the state.

- Blackout
- Blizzard
- Drought
- Earthquake
- Flood
- Hazardous materials
- Heat emergency
- Industrial accident
- Infectious disease outbreak
- Storm
- Terrorism
- Tornado
- Transportation accident
- Wildfire

To learn more about emergency preparedness, or to order self-help publications on planning for earthquakes, storms, power outages and other risks, contact:



Sherman Emergency Management Agency
(located at the Sherman Police Department)
2629 East Andrew Rd. • Sherman, Illinois 62684
(217) 496-3256 or mooos@shermanil.org

② Make a plan.

Every household needs an emergency plan. You and your family need to know what to do in case of an emergency. Remember, your family may not be together when a disaster occurs. Plan how to meet or contact one another and discuss what you would do in different situations.

Use the following pages to create your plan. Most of this information can be filled out on your own. You may need to get some additional information from the Village.

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Keep this document in an easy-to-find, easy-to-remember place (for example, with your emergency kit). You might also want to make a photocopy of this plan and keep it in your car and/or at work.

SAFE IDEA: Learn first-aid and CPR

You could save a life! Along with making emergency plans and preparing an emergency kit, knowing first-aid and CPR could save a life. Contact your local American Red Cross to find out about courses offered in the area.



Household plan

Emergency Exits

Plan emergency exits from each room of your home. Try to think of two possibilities for each room. If you live in an apartment or a high rise, do not plan to use the elevators. Also, identify an escape route from your neighborhood in case you are ordered to evacuate. Practice at least once a year with everyone.

Meeting Places

Identify a safe place where everyone should meet if they have to leave home during an emergency.



TIP

The meeting place: Should be on the same side of the street as your home. This way you won't cross the street into traffic or in front of emergency vehicles.

Safe meeting place near home:

Safe meeting place outside of immediate neighborhood:



TIP

Make copies of important documents: Make copies of birth and marriage certificates, passports, licenses, wills, land deeds and insurance. Keep them in a safe place inside your home. As well, keep copies in a safe place outside your home. You might want to put them in a safety deposit box or give them to friends and family who live out of town.

Every day, emergency workers practice and prepare. What about you? Are you prepared to look after yourself and your loved ones for at least 72 hours (three days)?

Children

- Ask your children’s school or daycare about their emergency policies. Find out how they will communicate with families during an emergency.
- Find out what type of authorization the school or daycare requires to release your children to a designated person if you can’t pick them up yourself.
- Make sure the school or daycare has updated contact information for parents, caregivers and designated persons.

Designated person 1: _____ **Phone:** _____

Designated person 2: _____ **Phone:** _____

School Contact Information: _____

People with special health needs

- Establish a personal support network of friends, relatives, health-care providers, co-workers and neighbors who understand your special needs.
- Write down details about your medical conditions, allergies, surgeries, family medical history, medications, health screenings, recent vaccinations, emergency contacts and insurance information.
- Talk to your doctor about preparing a grab-and-go bag with a two-week supply of medications and medical supplies, if possible. Include prescriptions and medical documents. Remember that pharmacies may be closed for some time, even after an emergency is over.

Health information:

Medications and medical equipment:

Grab-and-go bag location: _____

Plan for pets

Remember that pets are not allowed in some public shelters or hotels. Plan to take your pets with you to a relative or friend's home, or identify a "pet-friendly" hotel or pet boarding facilities in advance.

Location:



Don't forget food and water: Don't forget to put pet food and water in your emergency kit.

Plan for specific risks

Think about what should you do in case of an earthquake? Flood? Blackout? Public safety information is available at the Ready Illinois Web site at www.ready.illinois.gov or contact your local emergency management agency.

Neighborhood safety plan

Work with your neighbors to make sure everyone is taken care of in your neighborhood. Identify people who might need extra help during an emergency. Assign "block buddies" to take care of each other.



Update your plan: Write yourself a reminder to update your emergency plan one year from now by writing the date of this plan on the front cover of this book. On this date next year, review your contact information, practice your emergency evacuation plans, change the batteries in your smoke alarms and carbon monoxide detector, and restock your kit(s).

Family contacts

Make additional copies of this if you have additional information and make copies to carry with you.

My Home Telephone Number is: _____

My Home Address is: _____

Family

Name: _____
Home phone: _____
Work/School phone: _____
Cell phone: _____
E-mail: _____
Home address: _____

Name: _____
Home phone: _____
Work/School phone: _____
Cell phone: _____
E-mail: _____
Home address: _____

Friend/Neighbor

Name: _____
Home phone: _____
Work/School phone: _____
Cell phone: _____
E-mail: _____
Home address: _____

Name: _____
Home phone: _____
Work/School phone: _____
Cell phone: _____
E-mail: _____
Home address: _____

Family doctors

Patient's name: _____

Doctor's name: _____ Phone: _____

Patient's name: _____

Doctor's name: _____ Phone: _____

Safe home instructions

- Make sure you have a working smoke detector and fire extinguisher. If you live in an apartment or are staying in a hotel, know where the fire alarms are located.
- Everyone in your home should know where to find the fire extinguisher. All capable adults and older children should know how to use it.
- Older children and adults should know how to turn off your home's water, electricity and gas. Make large, easy-to-see signs for water and gas shut-offs as well as for the breaker panel or fuse box.
- Teach children how and when to dial 9-1-1. Teach children how to call their out-of-town contact person. Ensure your children know where the emergency kit is located.

Fire extinguisher

Location(s): _____

Water valve

Location: _____

Shut-off instructions: _____

Water company phone number: _____

Electrical box

Location: _____

Electric company phone number: _____

Gas valve

Location: _____

Shut-off instructions (only shut off gas when authorities tell you to do so):

Gas company phone number: _____

Floor drain

Location: _____

(ensure it is clear of boxes, clothes or furniture, in case there is a flood)

Emergency instructions

Call 9-1-1 to report a fire - report a crime - save a life.

For non-emergency calls, use the seven-digit numbers listed in your local phone book for police, fire and ambulance services. The last page of this guide provides you many of the numbers you may need.

In case of a major emergency

Follow your emergency plan, get your emergency kit and make sure you are safe before assisting others.

Listen to the radio or television for information from authorities. Local officials may advise you to stay where you are. Follow their instructions. Stay put until all is safe or until you are ordered to evacuate.

Evacuation orders

Authorities will not ask you to leave your home unless they have reason to believe you are in danger.

If you are ordered to evacuate, take your emergency kit, essential medications, copies of prescriptions and a cell phone with you (if you have one).

If you have time, call or e-mail your out-of-town contact. Tell them where you are going and when you expect to arrive. Once you are safe, let them know. Tell them if any family members have become separated. If you can, leave a note telling others when you left and where you are.

Shut off water and electricity if officials tell you to. Leave natural gas service “on” unless officials tell you to turn it off. (If you turn off the gas, the gas company has to reconnect it. In a major emergency, it could take weeks for a professional to respond. You would be without gas for heating and cooking.)

Take pets with you and lock your home.

How you will know when an emergency happens

Weather warnings will usually be given on television and radio. A “**severe weather watch**” means a severe storm might develop. A “**severe weather warning**” means that severe weather has already developed, and that you should seek shelter right away.

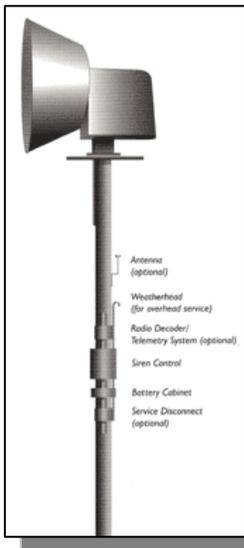
“The best way of receiving emergency information is through the use of an All Hazard Weather Radio.”

Electronic Alerting System

The Village offers the ability to receive alerts through our electronic alerting system to your email address, telephone or electronic devices. Please go to our village website for further information and we encourage you to sign-up!

Outdoor Emergency Siren System

The Village of Sherman emergency alert siren system consists of a series of sirens strategically located throughout the Village and is intended to warn residents of an impending emergency. Please note, the siren system is not activated for severe weather watches.



Siren test times are the first Tuesday of each month at 10:00 A.M.

Alert Warning Signal - is a 3 to 5 minute steady siren. The sirens rotate when broadcasting and will have a sound that will decrease in volume as it rotates away from you and increase in volume as it rotates toward you. This is still considered a steady siren warning signal. This signal is used during severe weather or other peacetime emergency

incident such as if an evacuation is needed. Most people are familiar that the disaster warning system will be activated in the event of a severe storm or a tornado reported to affect the Village. When you hear this signal you should take shelter and turn on your radio or television and listen for essential emergency information.

③ Prepare a kit

In an emergency you will need some basic supplies. You may need to get by without power or tap water. Be prepared to be self-sufficient for at least 72 hours.

You may have some of the items already, such as a flashlight, battery-operated radio, food, water and blankets. The key is to make sure they are organized and easy to find. Would you be able to find your flashlight in the dark?

Make sure your kit is easy to carry. Keep it in a backpack, duffel bag or suitcase with wheels, in an easy-to-reach, accessible place, such as your front hall closet. Make sure everyone in the household knows where the emergency kit is.

Basic emergency kit

- Water – at least 1 gallon of water per person per day. Include small bottles that can be carried easily in case of evacuation order.
- Food that won't spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year).
- Manual can-opener.
- Flashlight and batteries.
- Battery-powered or wind-up radio (and extra batteries).
- First aid kit.
- Special items such as prescription medications, infant formula and equipment for people with disabilities.
- Extra keys for your car and house.
- Some cash in smaller bills, such as \$10 bills (traveler's checks are also useful) and change for vending machines and payphones.
- A copy of your emergency plan and contact information.

BASIC EMERGENCY KIT

The following pages provide suggestions of what to have in your emergency kit. Keep the items you would most likely need during an evacuation in an easy-to-carry container such as a camping backpack or a duffle bag. These supplies are listed with an asterisk ().*

WATER - Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least 2 quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation and sanitation).*
- Keep at least a three-day supply of water for each person in your household.

FOOD* - Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

- Ready-to-eat canned meats, fruits & vegetables.
- Canned juices, milk, soup (if powdered, store extra water).
- Staples such as sugar, salt, pepper.
- High-energy foods - peanut butter, jelly, crackers, granola bars, trail mix.
- Vitamins
- Foods for infants, elderly person or persons with special diets.
- Comfort/stress food - cookies, hard candy, sweetened cereal, lollipops, instant coffee, tea bags.

FIRST-AID KIT *- assemble a kit for your home and one for each car. This should include:

- | | |
|---|---|
| <input type="checkbox"/> Sterile adhesive bandages/assorted sizes. | <input type="checkbox"/> Cleansing agent/soap |
| <input type="checkbox"/> 2-inch sterile gauze pads (4-6) | <input type="checkbox"/> Needles |
| <input type="checkbox"/> 4-inch sterile gauze pads (4-6) | <input type="checkbox"/> Latex gloves (2 pairs) |
| <input type="checkbox"/> Hypoallergenic adhesive tape | <input type="checkbox"/> Tweezers |
| <input type="checkbox"/> Triangular bandages (3) | <input type="checkbox"/> Moistened towelettes |
| <input type="checkbox"/> 2-inch sterile roller bandages (3 rolls) | <input type="checkbox"/> Antiseptic |
| <input type="checkbox"/> 3-inch sterile roller bandages (3 rolls) | <input type="checkbox"/> Thermometer (medical) |
| <input type="checkbox"/> Tube of petroleum jelly or other lubricant | <input type="checkbox"/> Tongue blades (2) |
| <input type="checkbox"/> Assorted sizes of safety pins | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Scissors | |

Non-prescription drugs

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Laxative
- Antacid (for stomach upset)

Your emergency preparedness guide

TOOLS and SANITATION

- Mess kits, paper cups, plates and utensils*
- Battery operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash, traveler's checks, change*
- Non-electric can opener, utility knife*
- Map of the area (for locating shelters)*
- Emergency Preparedness Manual*
- Fire extinguisher: small - ABC type
- Tent Pliers Tape (duct)
- Compass Paper, pencil
- Signal flare Whistle
- Plastic sheeting Medicine dropper
- Matches in a waterproof container

- Plastic storage containers, bags
- Shut-off wrench, turn off house gas & water
- Sewing kit (needles, thread)
- Aluminum foil

Sanitation

- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Plastic garbage bags, ties
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

CLOTHING and BEDDING

*Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots*
- Rain gear*
- Blankets or sleeping bags*
- Sunglasses
- Thermal underwear
- Hat and gloves

SPECIAL ITEMS

Remember family members with special needs, such as infants and elderly or disabled persons.

For Baby*

- Formula Diapers Bottles Medications Powdered Milk

For Adults*

- Heart and high blood pressure medication
- Other prescription drugs
- Insulin
- Extra eye glasses
- Contact lenses and supplies
- Denture needs

IMPORTANT FAMILY DOCUMENTS

Keep these records in a waterproof, portable container.

- Will, insurance policies, contracts, deeds, stocks and bonds.
- Passports, social security cards, immunization records.

Suggestions and Reminders

- Store your kit in a place known to all family members. Keep a smaller version of the kit in your car.
- Keep items in air tight plastic bags.
- Change stored water every 6 months so it stays fresh. Rotate your stored food every six months.
- Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

Your emergency preparedness guide

BASIC CAR KIT

If you have a car, prepare a small kit that stays in the trunk. The basic kit should include:

- Food that won't spoil (such as energy bars)
- Water
- Blanket
- Extra clothing and shoes
- Candle in a deep can and matches
- First aid kit
- Warning light or road flares
- Small shovel, scraper and snowbrush
- List of contact numbers

Recommended additional items for your car

- Sand, salt or cat litter
- Antifreeze, windshield washer fluid
- Tow rope and jumper cables
- Fire extinguisher
- Roadmaps, whistle and flashlight

Prepare now

Don't wait for an emergency to happen. There are simple things you can do now to prepare yourself and your loved ones. By simply reading this guide, you are well on your way.

Complete this guide at your soonest convenience. This will assist you to make your plan and prepare your kit.

Write yourself a reminder to update your emergency plan one year from now. On this date next year, review your contact information, practice your emergency evacuation plans and restock the contents of your kit.

Resources

To learn more about emergency preparedness contact the following organizations or your local Emergency Management Agency.

Village of Sherman

www.shermanil.org

Your village guide to services and activities within the community.

Ready Illinois

www.ready.illinois.gov

A comprehensive site providing homeland security and preparedness safety information for all.

American Red Cross

www.redcross.org

Learn how to prevent injuries, to think, react and improvise in emergencies.

Illinois Emergency Management Agency (IEMA)

www.state.il.us/iema

This site provides emergency preparedness information for all citizens.

Office of the State Fire Marshal (OSFM)

www.state.il.us/osfm

This site provides information on fire safety and regulated programs.

Illinois State Police (ISP)

www.isp.state.il.us

This site provides law enforcement related information from the Illinois State Police.

Illinois Department of Public Health (IDPH)

www.idph.state.il.us

This site provides information related to health and wellness.

National Weather Service (NWS)

www.nws.noaa.gov

Weather reports and forecasting available for throughout the country.

Federal Emergency Management Agency (FEMA)

www.ready.gov

Information on how you can prepare yourself for emergencies and disasters.

Emergency Contact Information

Emergency: 9-1-1 (Police, Fire, Medical)

Non-Emergency Police:	(217) 496-3256	www.shermanil.org
	(217) 753-6666	
Non-Emergency Fire:	(217) 496-2213	www.shermanfire.org
Emergency Management:	(217) 496-3256	www.shermanil.org
Sherman Public Works:	(217) 496-2621	www.shermanil.org
Village of Sherman:	(217) 496-2621	www.shermanil.gov
Sherman Public Library:	(217) 496-2496	www.shermanlibrary.net
Poison Control:	(800) 222-1222	www.mchc.org/ipc
Ameren-CILCO:	(888) 672-5252	www.ameren.com
Menard Electric:	(800) 872-1203	www.menard.com
St. John s Hospital:	(217) 544-6464	www.st-johns.org
Memorial Medical Center:	(217) 788-3000	www.mhsil.com
Sangamon Co. Sheriff:	(217) 753-6666	sheriff.co.sangamon.il.us
American Red Cross:	(217) 522-3357	www.redcross.org
Ready Illinois:		www.ready.illinois.gov
National Weather Service (Lincoln):		www.crh.noaa.gov/ilx

My out-of-town contact

Name: _____ Home phone: _____

Work phone: _____ Cell phone: _____

E-mail: _____



Plan for each family member to call or e-mail the same out-of-town contact person in the event of an emergency. Choose an out-of-town contact that lives far enough away that he or she will probably not be affected by the same event. Also, make sure your out-of-town contact lives in a different telephone area code.