

Normandy Police Department
Community Disaster Response Tips



Prepared Spring 2013 for the Citizens of Normandy,
Cool Valley, Bellerive Acres, Greendale and
Pasadena Park.

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Introduction

The City of Normandy has a responsibility for providing the public with accurate, timely, and consistent information in the event of an emergency

The City of Normandy has a population of 5,100 residents. The city itself is 1.2 square miles and bisected by Interstate Highway 70. Highway 70 is a major thoroughfare used not only for the transportation goods, but also for the transportation of hazardous materials. The City of Normandy is also in close proximity to Lambert Saint Louis International Airport, and is in the flight path of both outbound and inbound daily flights. The City of Normandy is home to four schools, the Normandy School District Headquarters, and a majority of the University of Missouri St. Louis Campus. The closest hospitals to the city are Depaul Hospital to the west and Christian Northeast to the north.

This booklet contains current best practices and tips for aiding in your safety during a crisis.

Storm Readiness in the Community

With the threat of disaster comes the responsibility of any neighborhood to be prepared to assist its residents to cope with disaster. While the local officials have established plans in place to deal with these disasters and will always be there in time of need, you as a community must be prepared to act quickly.

Preparing your household for disaster is the most important step in being able to deal with and survive any disaster. Establishing, relaying and practicing disaster plans as a family will assure that each member of your household will know what to do when or if the need arises.

- Learn about the community's warning signals: what they sound like and what actions you should take when you hear them.
- Meet with all members of your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Create and maintain a disaster/emergency home kit. (Described on the next page.)
- Know the locations of shutoff valves to your homes gas, electric, and water. Leave a plumbers wrench within easy reach of the gas shutoff valve. Make sure all family members know how to shut off each valve.
- Post emergency telephone numbers by phones (fire, police, ambulance, and neighbors.)
- Teach children how and when to call 9-1-1 for emergency help.

- Install smoke detectors on each level of your home, especially in or near bedrooms.
- Train each household member on how to use the fire extinguisher (ABC Type) and show them where they are stored.
- Find the safe places in your home for each type of disaster.
- Determine the best escape routes from your home. Find at least two ways out of each room.
- Pick two places to meet/Emergency Assembly Point (EAP's).
 - Right outside your home in case of a sudden emergency, like a fire.
 - Outside your neighborhood in case you are unable to return home.

You should also get information regarding disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.

These steps should be reviewed at the least, every six months to insure that your household will be ready and able to deal with any disaster.

There are six basics you should stock for your home in the case of an emergency. Water, food, first aid supplies, clothing/bedding, tools/emergency supplies, and medicine.

Keep the items that you will most likely need during an evacuation in an easy to carry container. Listed below is a comprehensive list of what should be included in your kit.

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 two quarts of water each day. Summer temperatures and physical activity can double that amount. Children, nursing mothers, and ill people will need more.
- Store one gallon of water per person per day
- Keep at least a five-day supply of water per person, allow for some water to be used for sanitation and food preparation.

Food

Store at least a five-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 couple of cans of sterno. Select food items that are compact and lightweight.

Include a selection of the following foods in your kit.

- Ready-to-eat canned meats, fruits, and vegetables.
- Canned juices.
- Salt, sugar, pepper, spices, etc...
- High energy foods.
- Vitamins.
- Baby food for infants.
- Comfort foods.

First Aid Kit

Assemble a first aid kit for your home and one for each car.

- (20) Adhesive bandages, various sizes.
- (1) 5"X 9" sterile dressing.
- (1) Conforming roller gauze bandage.
- (2) Triangular bandages.
- (2) 3 X 3 sterile gauze pads.
- (2) 4 X 4 sterile gauze pads.
- (1) Roll 3" cohesive bandage.
- (2) Germicidal hand wipes or waterless alcohol-based hand sanitizer.
- Box of antiseptic wipes.
- Box of medical gloves.
- Adhesive tape, 2" width.
- Anti-bacterial ointment.
- Cold pack.
- Scissors (large and small.)
- Tweezers.
- CPR breathing mask.

Non-Prescription Drugs

- Aspirin
- Anti-diarrhea medication
- Antacid (upset stomach)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Tools and Supplies

- Mess kits, paper cups, plates, and plastic utensils
- Battery-operated radio and extra batteries
- Flashlight and extra batteries
- Cash
- Non-electric can opener
- Utility knives
- Fire extinguisher
- Pliers
- Tape
- Compass
- Matches in waterproof container
- Aluminum foil
- Plastic storage containers
- Flares
- Paper, pens, and pencils
- Needles and thread
- Medicine dropper
- Shut-off wrench, to turn off gas and water
- Whistle
- Plastic sheeting
- Map of the area

Sanitation

- Toilet paper and towelettes
- Soap and liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- 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
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items

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

For Baby

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults

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

Entertainment (based on the ages of family members)

- Games (cards) and books
- Portable music device

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
 - Bank account numbers
 - Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Store your kit in a convenient place known to all your family members. Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace 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

Preparing well in advance of emergencies is one of the most effective ways to deal with any disaster. Please review precautions, and take the steps recommended here.

Normandy Police Response:

Normandy police during a **blackout or other disaster** will continue to patrol the city streets in an effort to protect citizens and their property from those who see a disaster as an opportunity to commit various types of crimes.

It is very important that the citizens of the community stay vigilant and report any and all suspicious activity by calling 911 when they see something or someone that is suspicious.

Normandy Police will attempt to contact all affected residents by conducting a door to door canvas in which evacuation routes, plans, and or special instructions will be given to the residents. Please remember that due to downed power lines and trees, our response will not be as quick as it would if the streets were open and free of obstructions.

Depending on the length of the disaster and hazardous conditions involved, partnerships with area schools and public transportation services have been established in providing evacuation services to the residents of the community. The City of Normandy has also partnered with the Red Cross and other state and federal agencies to assist during disasters.

Immediately following a disaster, Normandy Police and Public Works as well as outside officials will seek the public's cooperation in assisting with the cleanup and the continuing search for victims. If you see someone that appears strange or suspicious in your yard ask to see their ID card. If you are not comfortable approaching the person yourself, call 911 for police response.

If you have an elderly or disabled neighbor, please check on them. If you have not or do not know, most utility companies can put those with special needs on a list that will get utilities back on faster during a disaster.

After storms and tornadoes, avoid going into your backyard to examine trees or powerline damage. Danger exists from live power lines falling that are unseen and active, as well as falling tree branches. Unstable trees can lead to severe injury or death. To avoid further hazards **DO NOT USE** a chainsaw to cut large fallen trees that are leaning against fences, garages, or homes before a safety assessment has been made. Trees have the potential to roll or move causing you to be injured, crushed, or electrocuted by hidden electrical lines. Avoid climbing ladders due to wet surfaces which produce slip hazards. History has shown that the majority of injuries occur due to lifting of heavy items in the yard, working with power tools, falling off ladders, slipping on wet surfaces, and or working under unsafe conditions.

For more information visit, <http://www.ready.gov/>. This is a FEMA sponsored website with more information regarding disaster preparedness.

Earthquakes:

St. Louis lies on the New Madrid fault zone, the site of several large earthquakes in the early 1800s. Another large earthquake in the region could cause significant damage to the St. Louis area.

Prepare for an earthquake by taking a few minutes to identify possible hazards in your work area or home.

- Top-heavy, free-standing items that could topple. (Such as Flat Screen TV's)
- Heavy or breakable items on high shelves
- Heavy items hung on the wall or ceiling.
- Be aware that all utilities (gas/electric/water) will probably be down as a result of a severe earthquake. Emergency services may be extremely limited for up to 72 hours.
- Choose one out-of-state friend or relative that family members can call to learn of your whereabouts and condition.
- Store or have access to emergency supplies (water; nonperishable, ready-to-eat food; first aid kit; medicine; tools; portable radio; flashlight; fresh batteries; blankets; warm jacket; fire extinguisher) in a secure place at your residence and in your car.

During an earthquake:

If you are inside:

- **Stay put**, but evacuate tunnels, mechanical rooms, laboratories, and indoor swimming pools.
- **Take cover** under a sturdy piece of furniture. Stay away from glass, windows, and outside doors. If unable to move, cover your head and body with your arms, pillows, blankets, books, etc. to protect yourself from falling objects. Avoid high bookcases, mirrors, cabinets, or other furniture that might topple.
- Hold on until the shaking stops.
- Never take an elevator.

If you are outside:

- Avoid trees, power lines and other hazards.
- Move to an open area if possible.
- Drop to the ground until the shaking stops.

If you are in a vehicle:

- Pull over and stop your car.
- Do not stop on overpasses, underpasses or bridges.
- Stay in the vehicle until the shaking stops.

After an earthquake

- Expect aftershocks. Each time one occurs, DROP, TAKE COVER and HOLD ON.
- Check yourself and others for injuries.
- Place all telephone receivers back on their hooks.
- Tune in to the radio, television or the Internet to get news and instructions.
- If you smell gas or chemical fumes, leave the building and gather outside at the designated Emergency Assembly Point (EAP) and do not attempt to re-enter the building until instructed to do so by firefighters or utility workers.
- Telephone the out-of-state person you designated so that family members and friends can call him or her to learn about your whereabouts and condition.
- For several days after a severe earthquake, be prepared for aftershocks. Common after a large earthquake, aftershocks can cause additional damage to weakened structures.

Tornados:

- The Midwest is prone to violent weather. Broadcast radio, television and Internet weather sites issue severe weather alerts.

Before a tornado:

- Familiarize yourself with the most favorable areas for shelter. Evacuate to the basement, an inside hallway, or an interior bathroom on the lowest level possible with a flashlight and radio.
- Familiarize yourself with the buildings evacuation plan.
- Be familiar with the weather service alert and siren system. There is a "test" in the St. Louis area the first Monday of each month at 11:00 a.m. unless there is an actual threat of severe weather or tornado.
- When the sirens are activated, take shelter immediately, there is no way to predict how much time you have. Taking time to turn on the television could cost you valuable seconds.

During a tornado:

- Evacuate to the basement, an inside hallway on the lowest level possible with a flashlight and radio. Get under something sturdy and cover your head or assume a crouched position with arms over your head. Remain away from outside walls.
- Stay away from windows, particularly on the windward side and avoid shelter in large rooms with large unsupported roof spans.
- If outside in an automobile, do not try to outrace the tornado; drive at right angles away from the tornado's path. If there isn't time to evade the tornado or if you are on foot, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation, or ravine.

After a tornado:

- Help injured or trapped persons.
- Turn on the radio, television or go to the internet to get the latest emergency information and instructions.
- Use the telephone for emergency calls only.
- If you smell gas or chemical fumes, leave the building and gather outside at the designated Emergency Assembly Point (EAP) and do not attempt to re-enter the building until instructed to do so by firefighters or utility workers.

Natural Gas Leak

There are several signs that can indicate a gas leak. If you notice any of the following, contact Normandy Police immediately (911 or 314-889-2341): hissing sound or odor of gas near a pipeline or in and around any building; ice formation or distressed/dead vegetation on the ground above a pipeline.

If you detect the odor of natural gas, avoid creating a spark; do not turn on or off any electrical appliances, even light switches or cell phones. Do not use matches, lighters cigarettes or any kind of open flame. Make sure to warn others while leaving the house or building if possible. From a safe location contact the Normandy Police Department (911 or 314-889-2341).

If your pilot light or burner flame is substantially higher than normal, this may be an indication of excessive pressure...Call Laclede Gas at 314-342-0800 (emergency Number).

Gas pipes have a specific job and should not be used for anything else – not clotheslines, free form closets, or grounds for electrical appliances. If a gas appliance is disconnected, be sure the gas pipe is capped.

In the event of an evacuation, Normandy Police with the assistance of the North East Fire Protection District will establish a safe perimeter away from the building, house or affected area. Emergency response personnel will conduct a door-to-door check of the houses inside the affected area and make notifications of the evacuation to the affected residents.

In the event of a long-term evacuation, those affected who cannot provide their own transportation or shelter will be moved to the nearest location that is capable of handling such an incident.

Snow and Ice Storms

Snow and ice storms can cause severe damage to power lines, trees and your home. Ice may build up in thick sheets on your porch steps or driveway, which can present a severe safety hazard. It is important to understand the dangers that are associated with these conditions. These dangers are especially important to the elderly who can be most affected by the snow and ice. Ice can also build up in trees and gutters which may cause secondary damage to your homes guttering or vehicles that are parked in your driveway.

The City of Normandy encourages parents to avoid allowing their children to play in large snowdrifts that are on or near roadways. Unseen hazards such as out of control vehicles may slide into the snowdrifts causing severe injuries or loss of life to the child.

Winter Driving Tips:

- Check weather conditions: When you see snow and ice in the forecast plan ahead. Talk to your local employer, school or daycare center about their emergency plans.
- Extra time: by giving yourself extra time you avoid rushing. Rushing is not worth putting yourself or your loved ones in dangerous situations just to be at a particular place on time.
- Before leaving home: pack a safety kit for your vehicle. Included items are: flashlight, shovel, first aid kit, blankets, jumper cables, fix a flat or portable air pump, water, and snacks.
- Driving tips: increased speeds also increase your chances of danger and harm, **SLOW DOWN**. Always leave plenty of room to brake and or stop. Keep a safe distance from snow plows and salt trucks, preferably 100-150 feet.
- Check your vehicle before you depart: conduct a walk around of your vehicle and check for fluid leaks, low tires, and loose body paneling on your vehicle. Take time to look under the hood and check wiper fluid, oil, transmission fluid, radiator fluid, and brake fluid. Do not forget to check your battery and that all cables are properly attached to the poles, also make sure these poles are clean and free from debris and corrosion. Remember to keep a gallon of wiper fluid in your trunk.
- Black ice: Roads that look clear may have a thin layer of ice that is invisible to drivers'. This is commonly called black ice due to it blending in with the roadway. Take extra precautions when approaching intersections, overpasses, exit ramps, and bridges. These are common areas where black ice forms due to high winds.

Active Shooter

Several recent and tragic shootings on school campuses have heightened concern about what steps to take if you are confronted with a similar situation. The Normandy Police Department offers the following recommendations:

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended:

1. Exit the building immediately.
2. Notify anyone you may encounter to exit the building immediately.
3. Call the police
4. Give the Dispatcher the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification of shooter (if known)
 - e. Number of persons who may be involved
 - f. Your location

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door.
3. Cover the door windows.
4. Keep quiet and act as if no one is in the room.
5. DO NOT answer the door.
6. Call the police
7. Give the Dispatcher the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification of shooter (if known)
 - e. Number of persons who may be involved

HAZMAT Situations

Hazardous materials situations can occur with all types of commercial vehicles in transit. As pointed out in the introduction, Interstate Highway 70 bisects the City of Normandy. This thoroughfare is a major transportation route for hazardous materials. With this in mind, the highway is a prime location for a hazardous material situation to occur. To report a hazardous substance release, call 911 and or the Missouri Department of Natural Resources' Environmental Emergency Response at (573) 634-2436. The department staffs a 24-hour a day, seven days a week, hazardous substance spill reporting telephone line to ensure prompt notification. DNR also has 24/7 on-site response capability. Duty officers with technical expertise provide spill cleanup advice, respond to provide cleanup oversight, coordinate private contractors to clean up hazardous material spills and ensure a proper environmental cleanup is completed.

In case of a hazardous materials emergency, listen to local radio or television stations for detailed information and instructions. Follow these instructions carefully. Remember that some toxic chemicals are odorless, so be sure to stay away from the contaminated area to minimize risk for you and your family.

If you are asked to evacuate then:

- Evacuate immediately.
- Stay tuned to local radio or television stations for information on evacuation routes, temporary shelters, and procedures.
- Follow the routes recommended by the authorities. Shortcuts may not be safe.
- If there is time, close all windows, vents and turn off attic fans to minimize contamination in the house.
- Take pre-assembled disaster supplies with you as you evacuate.
- Help any neighbors who may require special assistance.

If you are caught outside then:

- Stay away from accident victims until the hazardous material has been identified.
- Stay upstream, uphill and upwind.
- Try to go at least one-half mile from the contaminated area.
- Move away from the accident scene and help to keep others away.

- Do not walk into or touch any spilled liquid, airborne mists, or condensed solid chemical deposits.
- Try not to inhale gases, fumes and smoke.
- If possible, cover mouth with a cloth while leaving the dangerous area.

If you are caught in a motor vehicle then:

- Stop and seek shelter immediately in a permanent building.
- If you must remain in your vehicle, keep windows and vents closed and shut off the air conditioner and heater.

If you are instructed to stay indoors then:

- Bring all pets inside.
- Close and lock all exterior doors and windows.
- Close vents, fireplace dampers, and as many interior doors as possible.
- Turn off air conditioners and any other ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, then ventilation systems should be turned off.
- Seal gaps under doorway and windows with wet towels or plastic sheeting and duct tape.
- Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper, or aluminum wrap.
- Use material to fill cracks and holes in the room, such as those found around pipes.
- If there is a chance gas or vapors could have entered the building, take shallow breaths through a cloth or towel.
- Avoid eating or drinking any food or water that may be contaminated.

Preparedness tips *after* a hazardous materials emergency

Guidelines that should be followed by you and your family following a hazardous materials emergency include:

- If evacuated, return home only when authorities say it is safe.
- Open windows, vents and turn on fans to provide ventilation.
- Contact local authorities to find out how to clean up your land and property.
- Report any lingering vapors or other hazards to your local emergency services offices.

If you have come into contact with or have been exposed to hazardous chemicals, you should do the following:

- Follow decontamination instructions provided by local authorities. You may be advised to take a thorough shower, or you may be advised to stay away from water and follow another procedure.
- Seek medical treatment for unusual symptoms immediately.
- Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about the proper disposal methods for these materials.
- Advise everyone who comes into contact with you that you may have been exposed to a toxic substance.

Aircraft Disasters

A major aircraft disaster presents a scene where wreckage, bodies and survivors can be strewn over a wide area. It can further be complicated by hazardous cargo. If the crash occurs near a school, housing area, or traffic area, the results can be catastrophic. Aircraft crashes usually result in a large debris field that can cover many city blocks and neighborhoods. Due to highly flammable jet fuel, fire and explosions are common and will result in severe property damage. In the event on an aircraft disaster, the **Normandy Police Department will:**

- Limit the access of unauthorized persons to the emergency scene
- Activate traffic and crowd control systems
- Establish an inner and outer perimeter for the site boundary
- Establish emergency vehicle ingress and egress
- Maintain order in the affected area
- Assist with evacuation and rescue
- Coordinate security of the site with the National Transportation Safety Board