

Shelter-In-Place Checklist

If the police or fire department tell you to take shelter in your adult foster care home, use this checklist to help you prepare.

1. ___ Keep everyone inside.
2. ___ Close the windows and doors.
3. ___ Turn off the following:
 - air conditioners
 - heating system blowers
4. ___ Extinguish any open flames, including pilot lights.
5. ___ Close fireplace dampers if you do not have a fire in your fireplace.
6. ___ Seal all cracks and openings with duct tape to provide added protection.
7. ___ Stay where you are and listen to a local radio or TV station for further instructions.



If you think you are being exposed to fumes, put a wet cloth over your nose and mouth. Call 911 for help.

Evacuation Checklist

If the police or fire department tell you to leave the area, use this checklist to help you and your residents evacuate safely.

1. ___ **Leave immediately.** Do not stop to pack. Only take things you really need, like prescribed medicines.
2. ___ Turn off appliances.
3. ___ Put pets in a secure place with food and water.
4. ___ Close and lock your doors and windows.
5. ___ Unless a special shelter site has been announced on the TV or radio, go to the designated shelter site for your area.
6. ___ Stay at this location and listen to a local TV or radio station for further information.

For further information visit our website at
www.accesskent.com/LEPC

or contact your

Emergency Planning Committee at:



**Office of Emergency Management
Kent County LEPC
701 Ball Ave. NE
Grand Rapids, MI 49503
(616) 632-6257**

Emergency Plan Guidelines for Adult Foster Care



In the event of a hazardous chemical release, advance planning can save lives. This pamphlet provides general guidelines to help you develop an emergency plan for your adult foster care home.

Hazardous Chemicals in Our Community

Hazardous chemicals are found in many places throughout our community. You will find that many potentially dangerous chemicals are used in industry, farming, and even in schools and hospitals. What if an accidental chemical release occurred near your adult foster care home? Would you know what to do?



Pre-Planning

It is important that you know what to do in case of a chemical emergency. Take time to complete this checklist. Preparing in advance is the best protection for you and your residents!

1. ____ If you have questions about an industry or farm in your area, contact your Local Emergency Planning Committee to find out if any extremely hazardous substances are used there. If there are, then complete this checklist.



2. ____ Prepare an emergency supply kit to be used in the event that you must take shelter in your home. The kit should include the following items:



- An updated list of people in your care and emergency phone numbers for each
- Battery-powered radio
- Flashlight
- Extra batteries
- Towels to tuck under door
- Duct tape and heavy plastic for sealing doors and windows
- First aid kit
- Prescribed medicine for anyone in your care
- Water

3. ____ Arrange access to transportation in case you need to evacuate everyone in your care.



4. ____ For information on designated shelter sites in your area, contact your local emergency management agency. Their phone number can be found in the government section of the phone book.

5. ____ Make sure your staff knows and understands the emergency plan. This can be accomplished with regular drills.

How Will I Know if There is a Chemical Emergency?

Several methods may be used to notify you of a chemical emergency:

- Local public warning sirens may sound
- Police or fire personnel may go door to door notifying residents
- NOAA weather radios



For news on the emergency situation, turn to your local TV or radio station.



The media will provide you with important information such as:

- What is happening
- Where it is happening
- Whether it involves you
- What you need to do

Do Not Call 911

Do not call 911 to ask questions. Only call if you need the police, fire, or paramedics for an emergency.