

## Family Matters - At Home, At Work, at School Preparedness

	Done	Follow Up	Note
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<b>General Considerations</b>			
Has everyone in the household shared their phone numbers (work, school, pager, cells) with everyone in the home & are the numbers readily accessible to everyone in the family should they be away from home?			
Does the family plan include identification of a relative or close friend who is willing to act as the family's single point to call in and advise of their status & location? The intent is to provide a single phone number where all family members can call & confirm the status of all family members.			
Has your family established a single geographic gathering point near your home where you will all meet in the event you can't get to your house & communication systems are down?			
Has your family developed a plan of action should parents be at work and children are sent home from school early? What direction have children been given during periods similar to September 11, 2001?			
Do you have a survival contingency kit in your home? See American Red Cross web site <a href="http://www.redcross.org">www.redcross.org</a> .			
Has your household developed a friends-helping-friends neighborhood contingency plan whereas you'll help one another, share resources and work as a team during periods where disruptions of life occur?			
Has your family identified a relative or friend remote from Northbrook where your family could evacuate during a crisis? It's suggested several evacuation safe havens be identified, one for each compass point (east, west, north, south)			

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<b>Your Emergency Evacuation Checklist</b>			
Secure your household survival kit.			
Bring adequate & appropriate clothing for all family members.			
Take prescription drugs & general medication that might be needed.			
Take flashlights, batteries, battery operated radios.			
Take pet care needs.			
Take kid's board games & entertainment items.			
Take valuables, currency and identification for all family members.			
If weather is below zero & freezing pipes are a potential, turn on faucets (to a trickle) in the house.			
Take your personal phone directory.			
Take chargers for cell phones or other needed electric devices requiring support equipment.			
Call relatives & let them know you're evacuating & where your evacuation site will be.			
If you have neighbors who are elderly or have special needs, try to help them as needed, become their pseudo-family through the crisis. If they are unable to evacuate, contact Northbrook Police Department at (847) 564-2060 or Northbrook Fire Department at (847) 272-2141.			
Leave outside porch light on when you evacuate.			
Leave information regarding your whereabouts, the phone number at your evacuation location, your cell phone, pager, etc. in an envelope & tape it to the bottom portion of your front or back door, down between the storm & main door.			
Make sure your house is locked & windows closed & locked.			
Drive safely & monitor the radio & TV for information updates.			

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### Northbrook Emergency Information Access

A host of methods exist & plans in place to provide emergency information to Northbrook residents during periods of crisis or where normal services & way of life are disrupted due to natural weather events. During periods like these, Northbrook officials will try their best to keep the information flowing to the community.

Accordingly, the contingency plan to provide information throughout the community during times of crisis is based upon a succession of various alternatives. As normal communication abilities degrade, the system & methods listed below will be brought up on line in descending order as they are listed. Should a previous communications method become inoperative, the next method or system will be engaged to continue the information flow throughout the community.

The communications systems or methods listed are in a descending order of implementation.

#### **Normal**

- ◆ Telephone numbers to village hall, police department, fire department, public works.
- ◆ Village cable TV network, channel 17.
- ◆ Village web site [www.northbrook.il.us](http://www.northbrook.il.us).
- ◆ Village newsletter.
- ◆ Walk-in government offices.
- ◆ Local newspapers.
- ◆ Village operated auto dial system.

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<p><b><u>Contingency Methods &amp; Systems</u></b></p> <ul style="list-style-type: none"> <li>◆ Outside warning siren system.</li> <li>◆ Village cable TV system.</li> <li>◆ Village web site</li> <li>◆ Village operated “alert” radio system (contact Northbrook Fire Department for more information on the “Alert” system).</li> <li>◆ Glenbrook North High School radio station WGBK – 88.5 FM.</li> <li>◆ Daily community newsletter distributed through various distribution sites (stores, schools, etc.)</li> <li>◆ Village coordinated recovery &amp; information centers/sites. Locations will be posted at front door of all public schools in village.</li> <li>◆ Patrolling police car &amp; fire truck public address systems.</li> </ul>			
<p><b><u>Your Personal “Reaction Control” Checklist</u></b></p> <ul style="list-style-type: none"> <li>◆ Don’t panic – remain calm – follow public safety direction. Move away from event site, use common sense.</li> <li>◆ Help others get through the event. Buddy-up with them &amp; move to safety.</li> <li>◆ Be aware of the situation &amp; circumstances going on around you. Continuously move to safer areas.</li> <li>◆ Help injured people. Move them to a safer area, group injured people together. Seek paramedic &amp; first responder assistance.</li> </ul>			
<p>Remember your family action plan. You should call someone, go &amp; meet them somewhere, let someone know you’re alright &amp; will be meeting the rest of the family at their pre-determined gathering point.</p> <p><b>Follow your plan!</b></p>			

/mrp  
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Brown/C/Checklist/Preparedness Cklist-Family