



# STONEBROOKE EMERGENCY PLANNING

Every year there are floods, tornadoes, severe weather, and fires. Even though it is extremely unlikely all the emergency information in this document will be needed, it is extremely important to be prepared for emergencies with both an individual and a community plan.

## Individual Plan

Following is a list for individuals to formulate their plans and a recap of those action plans made by the community in case of threats. Remember that every individual is different, so this is just a starting point for you to develop what will work best for you.

Prepare ahead of time:

- Have pictures taken of all family members and pets (good to have if someone gets lost, update them yearly)
- Add out of state emergency contacts to your Emergency Contacts information (can often get out of state numbers but not local if there is severe weather)
- Fill out or update the "Stonebrooke Village VIALOFLIFE Medical Information Form" for each member of your household and put that information in a pill bottle in your refrigerator (see instructions for using the "Stonebrooke Village VIALOFLIFE Medical Information Form")
- If you have a pet, fill out an "Operations 2 - Pet Medical Information Form" and put that information in a pill bottle in your refrigerator
- If you have a pet, develop a neighborhood "pet care buddy" to keep your pet in emergencies
- Designate a meeting place and secondary meeting place (i.e., safe room, a tree next door if the house is damaged)
- Review the Community Emergency Plan Overview for action to take in case the situation is severe
- Each residence designates its safe room
  - Utility Room or Pantry (Pro: Usually has most of what you need to gather for emergencies)
  - Bathroom (Pro: Usually has bathtub to get into for protection and no windows, has toilet for long stay)
  - Storage Room (in some models) (Pro: Usually has no windows and items to keep warm)
- Gather supplies in safe room if storage area is available (if storage is not available, store items in boxes in easily accessible area so that they can be quickly moved to safe room – The following is not a complete list, nor is everything listed absolutely necessary; but the more you have and the handier it is to grab up, the better it will be for you, your family, and your community. Go through the list. Put a line through the things you think you will not need. Put a check by the things you have. If they are not in the safe room, note their location. Put an asterisk by the things you think you need to get.)
  - Copy of Individual and Community Emergency Overview Plans
  - Bucket (to use as portable toilet if utility or storage room is safe room)
  - Can opener - manual
  - Cell phone (if have one and it is not in your pocketbook)
  - Clorox - small bottle of unscented (for treating raw water – do not store close to food)
  - Coat or Jacket
  - Containers – plastic for food
  - Eye dropper - 4 drops of Clorox per quart or liter of water, let sit 30 minutes before drinking
  - First aid kit – stocked with band aids, bandages, tape, Neosporin, cortisone cream, aspirin, scissors, tweezers, tape
  - Flashlight and spare batteries (replace batteries semiannually)
  - Foods – canned, ready-to-eat (use and replace at least semiannually)
  - Knife - sharp, sturdy
  - Masks to filter air (like those used while cutting grass)
  - Matches or grill starter
  - Mess kit - paper plates, knives, forks, spoons



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- Peanut butter, jelly (replace at least semiannually)
- Trash bags – for sanitation (any hazardous material such as blood and body fluids should be bagged separately and marked as “hazardous”)
- Water – bottled, at least 12-pack plus 2 gallons per person (plus water for pets for 3 days)
- Weather Radio – battery operated (replace batteries semiannually)
- Whistle – to call for help
- Any small valuables – jewelry, checks
- “To Go” bag (in case you need to leave quickly)
  - Clothes – 2 changes including shoes (appropriate for season)
  - Cosmetics and toiletries
  - Eye Glasses – extra set
  - Medical Records – lists, copies of prescriptions, copy of insurance card
  - Medications - three-day supply including vitamins if taken (rotate them at least monthly)
  - Pajamas, night gowns, other night wear
  - Personal records – copies of birth certificates, copy of social security card, insurance policy numbers and carriers, driver’s license (if not in wallet)
  - Picture of all family members (including pets if you have any)
  - Rain gear
  - Food for 3 days (and can opener if needed)
  - List of names, addresses, and phone numbers of family members and close friends both local and distant
  - Stonebrooke Village Residents List
  - Tape
  - Toilet paper
  - Water for 3 days
  - Writing materials – paper, pens, pencils
  - Copy of the “Stonebrooke Village VIALOFLIFE Medical Information Form” for each member of your household
- “Pet To Go” bag (if have pet)
  - Pet bed and toys
  - Pet carriers and / or leashes marked with pet name and address
  - Pet collar with id tag and rabies tag
  - Pet food – 3 days’ supply
  - Pet litter box and litter (if have cat)
  - Pet medicines (if have any for pets)
  - Pet “potty” newspaper (if have dog)
  - A copy of the “Operations 2 - Pet Medical Information Form” Pet records including shot dates, vet name, registration, adoption, etc.

## When warned of danger:

- Quickly take supplies to safe room if they are not already there
- Take one chair per person to safe room (if not already there)
- Take pillows and bedding (sheets, blankets) to safe room
- Take medicines to safe room (if not already there)
- Take “To Go” bag to safe room (if not already there)
- Take wallet or pocketbook to safe room – with money, credit cards, driver’s license, etc.
- If you have a pet, take “Pet To Go” bag to safe room
- Be sure all family members and pets are in safe room
- Run water to fill up bathtub if time permits (be sure to turn the water off after it is filled)

## During time of danger:

- Stay in safe room (do not leave for any reason)



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- Close doors
- Listen to radio to obtain current information
- Talk to others by cell phone (if appropriate)
- Pack anything from safe room that needs to be put in “to go” bags
- If there is a chemical spill or release in area:
  - Close windows and doors
  - Shut off air conditioner and furnace
  - Stuff towels around doorways and windows
  - Cover any items that vent to the outside (i.e., gas stoves, fireplaces, water heaters)
  - Wear mask if you have one
- If run out of treated water, may obtain raw water from hot water heater or toilet and treat with bleach (boil 5 minutes or treat with 16 drops of bleach per gallon of raw water to make safe for drinking)
- Decide where you will go if you must evacuate

After the danger has passed, if it is safe:

- Carefully open door to safe room
- Gather at meeting place outside of building
- If it seems safe, inspect building inside and out
- If no problems found:
  - Return to building
  - Review steps of Community Plan Overview
  - Secure pets if have any
  - Determine what steps to take next
- If suspect any problems with building:
  - Grab “to go” bags and leave building as quickly as possible
  - Don’t go back inside for any reason
  - Gather at the designated meeting place outside home
  - Secure pets with your “pet buddy” if possible
  - Review steps of Community Plan Overview
  - Leave note on door indicating where going and whether any pets have been left inside
- If damage is visible in the area, someone from your group should proceed to the clubhouse to sign-in (so that the condition of all residents and buildings will be known) (Pets are **not** allowed in the clubhouse because some people may have allergies so leave them at home or with a “pet buddy” if possible)
- Take copies of “Stonebrooke Village VIALOFLIFE Medical Information Form” for each member of your household to the clubhouse with you if possible
- If you have a pet, take copies of the “Operations 2 - Pet Medical Information Form” to the clubhouse with you if possible
- Give information on other residents (especially if you know someone is away from the village or trapped in a unit) and the degree of certainty of the knowledge
- Call emergency contact to tell them where you will be

If you can not leave safe room:

- Remain calm
- Listen for noises that would indicate help is coming
- Blow whistle and / or call out periodically
- Continue to use emergency supplies as needed
- Use cell phone (if have one) to call other phones on list of community residents and emergency contacts



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## Stonebrooke Community Plan Overview

The Stonebrooke Community Emergency Plan has been developed by the Safety and Security Committee with input from residents. If you have further suggestions, please contact a committee member. There is a detailed plan of what should be done after arriving at the meeting place (the clubhouse if it is not damaged). Some general information of what is contained in that plan is as follows.

After arriving at the meeting place (the clubhouse if it is not damaged):

- You will be asked for your "VIALOFLIFE Medical Information Form" that you keep in your refrigerator at home. If you did not bring it, you will have to get it or fill out another one.
- If you brought your pet, you will be asked for your "Operations 2 - Pet Medical Information Form." If you did not bring it, you will have to get it or fill out another one.
- You will be given a Triage Tag so that the Medical Team can treat you
- If you are hurt, you will be sent to receive first aid
- If you are not hurt and are willing to help others:
  - You will be asked to designate any special expertise you have (i.e., CERT (Community Emergency Response Team) training, clerical, construction, CPR, excavation, fast feet, first aid, medical, organization, stamina, strong back)
  - You will be asked to bring what is requested to the meeting place at the time requested (i.e., bedding – pillows, sheets; cell phones; tools – hammer, pliers, pry bar, rake, shovel, wrench; fire extinguisher (ABC type); first aid kit; flashlight with batteries; gloves; hose; goggles; tape - duct tape, masking; telephone book; food, water; writing supplies - markers, note pad, pen, etc.)
  - Those with CERT training and / or organizational skills form "more mobile" and "less mobile" teams from volunteers
  - Teams that have been formed
    - Receive assignment
    - Gather needed supplies (those kept in clubhouse and those brought to the clubhouse)
    - Give clerical team information on team members and where they are going
  - "More mobile" teams perform immediately needed tasks:
    - Receive list of missing residents
    - Check buildings for damage (do not enter unless there appears to be no damage)
    - Call out to residents from outside if there seems to be damage
    - Listen for whistles, calls from within building
    - Help trapped residents if possible (in no instance should volunteers endanger themselves to try to help trapped residents or pets)
    - Report damage to the organizers at the meeting place
    - Put out minor fires
  - "Less mobile" teams perform immediately needed tasks:
    - Record arrivals and departures
    - Keep records of tasks performed
    - Pass out water to workers and victims
    - Care for injured
    - Make people comfortable
    - Contact outside emergency aid
    - Contact resident's emergency contact to obtain location of missing people



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- “More mobile” teams perform non-emergency assigned tasks:
  - Make a detailed survey of damages
  - Turn off utilities – electricity, gas, water (as needed)

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## Reference

### Contacts – Emergency:

- Emergency = 911

### Contacts – National / Georgia (Non-Emergency):

- Centers for Disease Control and Prevention (CDC) – 1-800-232-4636
- Emergency Management Agency (EMA) – 770-499-4567, 770-499-4558 (fax)
- Emergency Management Director (EMA) – 770-528-2600
- Emergency Readiness – 1-800-BE-READY
- Red Cross of Atlanta – 800-733-2767

### Contacts – Cobb County (Non-Emergency):

- Animal Control – 770-499-4136
- County Manager – 770-528-2600
- Director of Public Safety – 770-528-3800
- Fire Department – 770-528-8000
- Police – 770-499-3900
- Red Cross of Marietta – 770-578-1977
- Sheriff's Department – 770-499-4600
- Storm Water Division Manager of Cobb County Water System – 770-419-6454
- Storm Water Emergency Contact – 770-419-6201

### Contacts – Stonebrooke Village Safety and Security Committee:

- Alice Kuzniak – H 678-290-0578, C 770-262-9368, [alicekuzniak@comcast.net](mailto:alicekuzniak@comcast.net)
- Bob Kuzniak – H 678-290-0578, C 404-276-7477
- Jacki Dacus – 770-218-6982
- Beverly Clark – 404-579-6950
- Melba Hentges – 678-401-5550

### Local emergency information:

- TV:
  - WSB TV2 (cable 803), WAGA TV5 (cable 804), WXIA TV11 (cable 806), TV46 (cable 809)
- Radio:
  - WSB Radio AM 750, WSB Radio FM 95.5
- Web sites:
  - Centers for Disease Control and Prevention (CDC) – [www.cdc.gov](http://www.cdc.gov)

