

**The
Oak Brook
Club**

Emergency

Disaster

Manual

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Emergency Disaster Manual

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PUBLIC WARNING SYSTEMS

The Village of Oak Brook will sound its outdoor warning sirens for a steady 3-minute tone if a tornado is sighted within 5 miles. The Village may also utilize the public access channel, Comcast Channel 6, for information relating specifically to Oak Brook. Information may also be broadcast on WDCB radio, 90.9 FM, for local or county-wide emergencies. Monitor these stations if possible. The following network stations may also carry general information:

Radio - WBBM 780 AM, WGN 720 AM

TV - WLS Channel 7, WMAQ Channel 5,
WGN Channel 9, WBBM Channel 2

DO NOT use the telephone to call local government for further information or advice while the emergency is in progress. Use the phone only for emergency police, fire or ambulance requests.

IN ANY DISASTER -

- Remain calm
- Think through the consequences of your actions
- Don't use the telephone except for genuine emergency calls
- Don't spread rumors, they often do great harm after disasters
- Never go sightseeing
- Cooperate fully with public safety officials
- Respond to requests for volunteer assistance, but do not go into damaged areas unless your assistance has been requested and you are directed to do so.

BOMBS AND BOMB THREATS

Although some bomb threats may turn out to be nothing but vicious pranks, at the time they occur, they can never be regarded as unimportant. Every bomb threat should be taken seriously and calls for delicate handling.

Typically, bomb threats usually are associated with telephone calls or letters announcing that a bomb has been placed on the property. However, bombs can also be sent through the mail, delivery services, or messenger.

Responding to a bomb threat via telephone:

- Never assume the threat is a hoax.
- Never shrug off the threat as a “bomb scare” that can be ignored.
- Never argue with or ridicule the caller.
- Write down, or record if possible, as much information as possible.

First and foremost, the police department should be called.

Under the guidance of the authorities, evacuate the entire building or portions of the building.

Should you find the bomb:

- Do not touch or disturb the bomb or suspicious article in any way unless it is a life-or-death situation.
- Evacuate occupants, unnecessary personnel, and everyone else at the property immediately.
- Notify the authorities of the bomb’s location.

CIVIL DISTURBANCE

Demonstrations, riots, looting and other forms of civil disturbance can threaten your home and your personal safety and well-being. Evacuation or other protective measures may be required to protect people onsite in those extreme cases where violence may result in injury or loss of life. Property damage resulting from civil disturbance is often extensive and costly, both in terms of dollars and diminished operating ability. Damage to utility systems may cause a disruption of service to your site for several days or more, forcing a reduction or curtailment of essential operations until utility service can be restored and the disturbance can be quelled by law enforcement officials.

Because it is difficult to develop an effective response to these types of situations, due to the varying circumstances involved, no attempt has been made to develop procedures for those types of incidents. However, in such situations owners should stay inside their units until enforcement officials determine an evacuation is necessary or signal that all is clear.

DISASTER DRIVING

After almost every disaster, search and rescue teams find victims who might have survived if they had known whether to stay with or leave their cars. The most important advice to remember is *not to panic*.

TORNADO: Get out of car. A car is the *least* safe place to be during a tornado. Leave it and find shelter in a building. If there are no safe structures nearby such as an underpass or tunnel, lie flat in a ditch with arms over your head.

FLOOD: Get out of the car. *Never* attempt to drive through water on the road. Water can be deeper than it appears and water levels can rise quickly. Wade through flood waters only if water is not flowing rapidly and only in water no higher than your knees. Attempt to get to higher ground.

BLIZZARD: Stay in the car. If you are caught in a storm and your car becomes immobilized, stay in the vehicle and await rescue. Do not attempt to walk from your car unless you can see a definite safe haven at a reasonable distance. Turn on car heat for brief periods. Leave a down-wind window open to avoid build-up of deadly carbon monoxide. Make sure your exhaust pipe is clear of snow. Exercise periodically by clapping hands and moving around. Leave the dome light on when engine is running as a signal for rescuers. Tie colored cloth (preferably red) to antenna and raise hood to indicate trouble. Sleep one at a time only.

EARTHQUAKE: Stop the car away from buildings, overpasses and utility wires. After quaking stops, proceed cautiously, avoiding bridges, elevated structures and any opening in the pavement. Watch for live wires on the pavement, sidewalks and grass.

Emergency supplies to keep in the car: Blanket, sleeping bag, booster cables and tools, bottled water, canned fruits & nuts, can opener, necessary medication, shovel, extra clothing, traction mats or chains, first aid kit and a flashlight.

EARTHQUAKES

Before an Earthquake

Check for potential fire risks. Know where and how to shut off electricity, gas and water at the main switches and valves. Check with your local utilities for instructions.

Have a flashlight and battery powered radio readily available.

Keep any large, heavy or breakable objects from high places where they might fall or slide. Securely fasten shelves to walls. Brace or anchor high or top-heavy objects.

During an Earthquake

Most injuries occur as people are leaving or entering a building. If you are indoors, stay indoors. Take cover under heavy furniture, in doorways, hallways, or against inside walls. Stay away from glass. If you are in a large building, do not rush for exits or stairways. Do not use elevators, as power could likely fail.

If outdoors, move away from buildings and utility lines. The greatest danger is from falling debris.

After an Earthquake

Be prepared for “aftershocks.” Although they are usually smaller than the main shock, they still may be large enough to cause additional damage.

Check for injuries. Do not attempt to move seriously injured persons unless they are in danger of further injury.

Turn on your radio or TV, if working, (otherwise a portable or car radio) to get the latest emergency bulletins and instructions from local authorities.

Check utilities. Movement and falling debris may have broken gas, electric or water lines. If you smell gas, shut off the gas valve in the unit, open the windows, then leave the building and report the gas leak to authorities. If electrical wiring is shorting out or sparking, shut off the current at the main electrical panel in the unit. If water pipes are damaged, if possible shut off the supply at the valve under the sink or behind the toilet.

Emergency water may be obtained from hot water heaters, toilet tanks, and melted ice cubes.

Do not touch downed power lines or any objects near a downed line.

Do not eat or drink anything from open containers near shattered glass.

Stay out of severely damaged buildings. Aftershocks can shake them down.

Check immediately for nonstructural damage that could cause secondary problems. Warranting special attention are:

- Broken or leaking gas lines
- Shorts in electrical equipment or wiring
- Trapped and nonfunctioning elevators

Make arrangements for the clean-up of dangerous or flammable substances (e.g., medicines, cleaning solutions, fuels, chemicals) spilled during the quake.

Extinguish secondary fires caused by broken natural gas lines and electrical short circuits; however do not use water. Use only fire extinguishers designed for these types of fires.

Contact and employ additional public safety officers to secure the buildings against looting.

Do not turn on utilities until the property is given the go-ahead by the appropriate companies after they have checked the premises.

- Check sewer mains before attempting to use toilet facilities

EVACUATION

IF OFFICIALS SAY TO EVACUATE

The emergency evacuation site for the Oak Brook Club is not predetermined and will depend on the severity and expanse of the disaster. Village officials, management or the public safety department will direct an evacuation from the OBC.

- REMEMBER - Evacuate does not mean “Run for your life.” It is a precautionary move to minimize risk to you. This can work only if you act safely and calmly.
- Gather the people in your home together. If you have family at schools, hospitals, or nursing homes, do not try to pick them up. They will be following their own evacuation procedures and you probably won’t be able to reach them. Stay tuned to your local sources for information on where school children are being moved. Consult these facilities in advance if you want to know their plans.
- If you are disabled and would need assistance, notify the gatehouse/management office IN ADVANCE. Special services may be provided for you if you have previously notified the gatehouse or office. If management does not know you are disabled, please notify them. *This information can also be placed on the “Resident Information Form” maintained in each unit owner’s file in the management office and at the gatehouse.*
- DO NOT use the phone unless you have a special emergency right where you are.
- Leave when advised and go where advised. Follow directions given by the most local source. DO NOT RUSH. Law enforcement agencies will maintain security in an evacuated area, and will provide traffic control.
- Plan for two days away from home. Lock things up and turn things off as if going on vacation. Bring only the essential items listed below:
- prescriptions, personal medical necessities

- cash, credit cards and important papers
- personal hygiene items (washing, shaving, dental, sanitary, eye care)
- baby needs (formula, diapers, a toy)
- portable radio, book, etc. for occupying your time
- comfortable clothing
- miscellaneous useful items (flashlight, pen/pencil and paper, plastic bags, etc.)

FIRES

In multifamily residential properties, the leading cause of fires is careless cigarette smoking. Most of the fires started in this way begin in the living room, den or lounge, although a full one-third begin in the bedroom. The second leading cause of apartment fires is heating equipment and flammable materials which are kept too close to heaters and stoves.

FIRE SAFETY MEASURES

- Ensure that deadbolts and other locks work quickly and easily.
- Be sure that windows open and close easily.
- Inspect electrical equipment.
- Install and inspect regularly smoke detection systems.
- Have a small fire extinguisher on hand to extinguish small fires.
- Keep storage areas clean; do not let files, empty cartons, waste or rags collect.
- Keep heating appliances away from walls and combustible materials.
- Map out exits and exit flows.

DURING A FIRE

No matter how small a fire appears to be, the fire department should always be contacted. It should never be assumed that someone else has already called the fire department. It is far preferable for the fire department to be called several times than not at all.

While escaping from a fire:

- Close as many doors as possible to prevent the fire's spread; however, do not endanger yourself by doing so.
- Get down and keep low. Smoke rises, and clean air is nearest to the floor.
- When leaving a building *walk calmly; never panic or shove others*.
- Stop, drop and roll if clothing catches fire.

If trapped:

- Try to find a room with an exterior window and stay there until help arrives.
- Use the telephone, if possible, to call the fire department and let them know exactly where you are.

- Open the window slightly to allow in fresh air and to create positive air pressure to help keep out smoke.
- Keep smoke out by stuffing cracks and covering vents with clothing, newspapers, towels, etc.
- If possible, breathe through a wet cloth.
- Wave something brightly colored out the window to attract attention.

FLOOD SAFETY TIPS

FLASH FLOODS - move at incredible speeds. They can roll boulders, tear down trees, destroy buildings and bridges. When a flash flood warning is issued for your area or the moment you first realize a flash flood is imminent, act quickly to get out of the flooding area.

- Keep first aid supplies on hand.
- Keep your vehicle fueled. If electricity is cut off, gas stations may not operate for several days.
- Stock food that requires little cooking and no refrigeration. Electric power may be interrupted.
- Keep a portable radio, emergency cooking devices, and a flashlight in working condition.

WHEN YOU RECEIVE A FLOOD WARNING:

- Store drinking water in clean bathtubs and various containers. Water service may be interrupted.
- If you must leave your home and time permits, move essential items to safe ground.
- Move vehicles from underground parking areas.

AFTER THE FLOOD:

- Do not use fresh food that has come in contact with flood waters.
- Test drinking water for potability.
- DO NOT handle live electrical equipment in wet areas. Before using, make sure equipment is dry.
- Use flashlights, *not* lanterns or torches, to examine buildings. Flammable elements may be inside.
- Report broken utility lines to the appropriate authorities.
- Do not visit other flooded areas.

HAZARDOUS MATERIAL INCIDENT

Hazardous material incidents can occur anywhere. Consider that the Oak Brook Club is located near several transportation routes. Therefore, we must be aware of the possibility of a hazardous material incident. Depending upon the size and location of the incident and the direction of the plume, either evacuation or in-place sheltering could be used. The incident could be a transportation accident, explosion, fire or release of toxic materials causing environmental contamination and injury or loss of life to persons coming in contact with or inhaling the material. Some hazardous materials cannot be detected by human senses because they are colorless and odorless. These materials are particularly dangerous because they can cause widespread injury or death without adequate warning and protective measures. A large incident could disrupt living conditions at the OBC for several days or more.

WHEN A HAZARDOUS MATERIAL INCIDENT OCCURS:

If conditions warrant, precautionary protective actions, including protective sheltering and/or evacuation may be initiated.

Protective Sheltering generally involves staying indoors, shutting all doors and windows, and shutting off the ventilating system(s).

If a **Precautionary Evacuation** is warranted, personnel should report to the assembly area as designated by Village officials, management or public safety personnel. The evacuation site will be determined at the time of the incident based on how wide-spread and severe the disaster is.

LIGHTNING HAZARDS

- When thunderstorms threaten, get inside a building.
- Avoid using the telephone except in emergencies.
- If no structure is available, DO NOT stand under a natural lightning rod such as a tall, isolated tree in an open field.
- DO NOT touch water.
- If you are caught in an open area and feel your hair stand on end (a signal that lightning is about to strike), drop to your knees and bend forward, putting your hands on your knees. DO NOT LIE FLAT.
- Stay away from wire fences, golf clubs, golf carts, bicycles, motorcycles, metal equipment/pipes, or other metallic paths.
- In a forest, seek shelter in a low area under thick growth of trees.
- In an open area seek LOW LYING places, such as ditches or depressions.
- Do not use umbrellas.

TORNADOES

LEARN THESE DANGER SIGNS:

Severe thunderstorms - frequent lightning, heavy rains, and strong winds

Hail - bullets of ice from a dark, cloudy sky

Roaring noise - like ten jet planes or a hundred railroad trains

Funnel - a dark, spinning “rope” or column from the sky to the ground

Listen to radio and television broadcasts to determine the situation.

A TORNADO WATCH means *conditions are right* for a tornado to develop.

A TORNADO WARNING means a tornado *has been* sighted.

DURING A TORNADO:

Stay out of cars, mobile homes and trailers. If in a vehicle, get out and take cover by lying flat in the nearest ditch, ravine, etc.

If walking outside, find the nearest ditch and lie flat in it.

In the home, move to a basement or lowest level. Try to locate yourself in a windowless room. If possible, get under a heavy piece of furniture.

In other buildings, go to interior hallways in the lowest floor of the building. Keep away from windows and wide-span roof areas. Avoid hallways connected directly to the outside or with openings in the direction of the storm.

UTILITY EMERGENCIES

The loss of one or more major utility system(s) at the OBC could cause significant operational difficulties and result in a reduction or disruption of essential services. A ruptured gas line can endanger the lives of persons due to the threat of explosion, necessitating the need for a partial or full site evacuation. An explosion from a ruptured gas line could significantly damage or destroy all or part of the OBC. Major fires could erupt, causing further injury or loss of life. Though less severe than a gas line rupture, a broken water main could cause flooding in portions of The Oak Brook Club and may necessitate a partial or full site evacuation. Equipment, supplies and vital records may receive water damage, and minor structural damage may occur in some instances. The loss of electric power and heat could cause severe hardship to young children and the elderly during periods of cold weather. While the Association has an emergency back-up generator in each building, this will only run the emergency lighting in the hallways, stairwells and garage area. Telephone outage could cause certain medical-dependent residents to be cut off from necessary emergency back-up.

A. If you or someone in the household is medically dependent on electrical service (oxygen machine, dialysis, etc.) and there is a power outage, notify the gatehouse or management office to ensure that you understand the severity of the problem and expected time the electricity will be back on.

B. Evacuation of the property should be done only under orders of the appropriate officials (police, fire, management, public safety)

Keep the following in mind when one or more utilities is off:

- Loss of electricity means loss of heat, air conditioning, refrigeration, stove, oven and microwave.
- Loss of natural gas means no hot water.
- Loss of phone service means the inability to contact emergency services, ambulance, fire, police.
- Loss of water means no potable water for drinking, cooking, etc.

WINTER STORM/SNOW STORMS

Stay inside - When using ALTERNATIVE HEATING from fireplace, space heater, etc.:

- use fire safeguards
- properly ventilate

No Heat:

- close off unneeded rooms
- stuff towels or rags in cracks under doors
- cover windows at night

Eat and Drink. Food provides the body with energy for producing its own heat. Keep the body replenished with fluids to prevent dehydration.

Wear layers of loose-fitting, light-weight, warm clothing. Remove layers to avoid overheating, perspiration, and subsequent chill.