

## **Franklin Lakes Office of Emergency Management**

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### **“BE PREPARED” - EMERGENCY MANAGEMENT BRIEFING**

Thank you for the opportunity to spend what may be the most important 20 minutes of your life. Thinking of or planning for disasters that are remote possibilities too often get little attention. Today we will discuss practical emergency planning approaches that address preparedness for both major area disruptions and personal emergencies. In our area, the most common major risks are severe storms, power outages, fires and accidents on the major roads that cross Franklin Lakes. Spend a few minutes reviewing the information provided and completing a few forms that are important if an emergency occurs.

#### **Emergency Operation Plan**

If a disaster or significant emergency were to affect Franklin Lakes, the Borough has an emergency operations plan. The plan is divided into sections. Each section has a coordinator and deputy coordinator. The plan is continuously updated and exercises are conducted to test the effectiveness of the plan.

The Emergency Management team consists of a small group of dedicated volunteers. Our ability to execute this plan is dependent on our ability to recruit additional members that can assist if an emergency occurs. If you would like additional information on the skills we need to execute our emergency plan, please click on the Volunteer Opportunities icon on the Borough website at [www.franklinlakes.org](http://www.franklinlakes.org).

#### **Resident Communications**

Our ability to communicate with residents and provide emergency information before, during and after a disaster occurs is critical. Numerous communications vehicles are utilized to communicate with residents.

- **Emergency Notification System (Reverse 911)** - If residents need to be notified of an emergency situation, the Emergency Notification System (Reverse 911) would be activated. The Emergency Notification System allows us to call and text registered phone numbers, and send e-mail messages. The Emergency Notification System maintains a confidential listing of all listed and unlisted numbers from all major carriers. Residents may sign up and register by following the instructions and link on the Borough website at [www.franklinlakes.org](http://www.franklinlakes.org).

- **Franklin Lakes E-blast** - Through our e-mail update service, you will receive periodic e-mails from the Borough with Borough news, emergency alerts, information on special events and upcoming meetings. You can register directly on the Borough website at [www.franklinlakes.org](http://www.franklinlakes.org).
- **Borough Website** - The Borough website contains valuable information about the Borough, events, departments, ordinances, forms etc. Visit [www.franklinlakes.org](http://www.franklinlakes.org).
- **Franklin Lakes Cable TV Channels** - The Borough of Franklin Lakes broadcasts on two public access cable channels - Channel 77 on Cablevision and Channel 46 on Verizon FiOS. The Borough cable bulletin board broadcasts basic information on the Borough. It is also one of the places, together with the Borough website, where you can find Emergency Management information and announcements. The cable bulletin board can also be viewed from the Borough website by clicking on the cable television icon on the homepage. Customers must have a Cablevision supplied digital converter in order to receive channel 77 in Franklin Lakes.
- **Local TV and Radio Stations** - Residents should tune into local television and radio stations for emergency information. All residents should have a battery operated radio and extra batteries available in the event of an emergency.
- **White Sign Boards** - Notices will be placed on large white sign boards throughout the Borough in the event of an emergency.

### **Emergency Planning At Home**

Disasters can occur suddenly and without warning. Would you be prepared if a disaster were to affect your family? The key is to be prepared. Planning information is available on the Borough website (Emergency Services – Office of Emergency Management):

- Develop an Emergency Plan
- Prepare an Emergency Supply Kit that includes medications, medical supplies and important documents
- Create a “Shelter in Place” plan
- Create a get away plan
- Create a personal support network
- Always keep your vehicle’s gas level at a minimum of half-a-tank
- Contact Information: Every family member must carry a list of work, school, and cell phone numbers for every family member. Include the name and phone number of a relative who lives out-of-state, to call in case your family gets separated.
- Plan for your pets

If you have questions please contact Franklin Lakes Office of Emergency Management by sending an e-mail to [emergencymanagement@franklinlakes.org](mailto:emergencymanagement@franklinlakes.org).

### **IN CASE YOU NEED TO EVACUATE**

If an event is so serious that residents can no longer remain sheltering in their homes, a local or American Red cross shelter may be needed. Residents will be notified via E-blast, Reverse 911. The Borough currently has a limited capacity of comfort stations at the Firehouse and Ambulance Building available on Bender Court and Franklin Lake Road. These comfort stations will bridge the

gap until the American Red Cross and Bergen County Emergency Management establishes larger, full service local shelters. You can charge phones/PCs, use free internet, and have a place to stay during daytime hours.

### **Emergency Stations and Shelters**

The Borough's response to an emergency will depend on the severity of a given incident. Emergency Stations provide limited transitional services and can accommodate up to 200 residents. Services include WIFI internet access, phone charging stations, water and a warm place to stay during daytime hours. The Borough will notify residents if an Emergency Station is operating.

### **Emergency Station Locations in Franklin Lakes**

- **Bender Court Firehouse** - 479 Bender Court
- **Southside Firehouse** - 857 Franklin Lake Road
- **Franklin Lakes Ambulance Corps** - 480 Bender Court

In addition, many local organizations may establish independent emergency support programs. For example, the Library has opened their doors to residents and provided valuable help to the community. Additional services will be publicized using e-blast, Borough Cable TV stations, website and white sign boards placed throughout the Borough.

**Full Service Sheltering** - For more serious events that require the establishment of full service sheltering, residents will be directed to formal shelters established by the Bergen County Office of Emergency Management. All communications vehicles will be used to advise residents.

### **Plan for Pet Disaster Needs**

Unfortunately, actual experiences from past disasters have shown that many citizens have placed their own safety at risk because they did not plan for the care of their pets and would not leave their pets alone when a disaster occurred. Planning for your pets' safety is the key.

Special notes:

- Identify a shelter. For public health reasons, many emergency shelters cannot accept pets.
- Include copies of a photo, vaccination records and medical records in your "pet survival" kit for each pet. Most boarding kennels, veterinarians and animal shelters will need your pet's medical records to make sure all vaccinations are current.
- Disaster shelters cannot accept pets other than ADA assistance animals.
- See <http://www.fema.gov/plan/prepare/animals.shtm>.

***Additional valuable information can be found on the FEMA website: [www.FEMA.gov](http://www.FEMA.gov)***

***Neighbors Helping Neighbors***  
**Borough of Franklin Lakes Office of Emergency Management**  
**Volunteer Opportunities**  
**WE NEED YOU!!**

If an emergency is imminent or occurring, our ability to respond and protect our residents will greatly depend on volunteers augmenting existing emergency services capabilities. We will rely heavily on the use of CERT (Community Emergency Response Teams), Emergency Management Auxiliary (EMA) volunteers, and volunteers with health-related skills. All volunteers will be added to the Borough's Emergency Notification System (Reverse 911) listing and asked to respond if available. For both CERT and EMA, volunteer training covering potential assignments will be provided.

**CERT (Community Emergency Response Teams)**

CERT training provides residents with formal classroom basic training in emergency procedures that allow residents to help their families and fellow residents before, during and after a disaster. Volunteers completing the course will receive an emergency toolkit and diploma.

CERT training includes the following subjects:

- CERT and Disaster Preparedness
- Disaster Medical Operations
- Disaster Fire Suppression and Light Search and Rescue
- Disaster Psychology and Team Organization
- Terrorism Awareness – Bergen County OEM
- Review and Simulation

Please contact Nelson Winokur at [nwinokur@franklinlakes.org](mailto:nwinokur@franklinlakes.org) for training schedules and additional information.

**Emergency Management Auxiliary (EMA)**

The EMA consists of individuals who, on a voluntary basis, are willing to assist if an emergency occurs. A broad range of volunteer opportunities, ranging from general clerical to specific skills that support the following emergency activities are needed.

- **Alert, Warning & Communication** - Covers radio communications, emergency services communications and other methods for alerting the public before, during and after an emergency. Training in the use of radio communications and Ham Radio emergency services are provided. Skills in radio communications and coordination are valuable.
- **Damage Assessment** - This team will help assess and document damage, assist in the recovery from the effects of a major incident and apply for available federal funds. Experienced individuals in building construction and engineering are needed.
- **Emergency Medical** -The Franklin Lakes Volunteer Ambulance Corps is a critical part of our Emergency Management capabilities. Volunteers will be trained in providing all aspects of first responder emergency medical services. If you are interested in being a part of our group, please go to our website, [www.flvac.com](http://www.flvac.com) and click on "Join our Team".

- **Emergency Operations Center** - The Emergency Operations Center (EOC) will be activated whenever it is determined that an emergency event may or has occurred. The team supporting the EOC will assist all emergency support services and help coordinate our emergency response. Individuals with PC, clerical and coordination skill are needed.
- **Emergency Public Information** - During an emergency it is critical that we communicate accurate and timely information to the public. Volunteers in this area will assist in activating communications vehicles (e-mail blast, Reverse 911 and public TV channel programming). Training in the use of these communications vehicles will be provided.
- **Fire and Rescue** - The Franklin Lakes Volunteer Fire Department provides a critical resource in times of emergency. Volunteers are needed to provide primary firefighting and coordination assistance. Extensive training is available. Inquire at the Bender Court Firehouse on Monday nights, beginning at 7:30 PM or call 201-891-5736.
- **Public Health** - If an emergency occurs we will require an integrated public health response to incidents that may affect the public health. Individuals with medical or public health experience are most welcome.
- **Public Works** - One of the most critical functions during an emergency entails keeping the roads clear, removing debris and supporting all other emergency functions. Volunteers with heavy equipment, chain saw, electrical and debris removal are needed.
- **Shelter, Reception and Care** - If short term transitional sheltering is needed the Emergency Management team will activate a limited number of Borough sheltering locations. Larger events may require the establishment of formal shelters administered by the Red Cross. Volunteers will assist shelter preparation and the distribution of supplies and food. Individuals with social services, medical and administrative skills are needed.
- **Social Services** - During and after an emergency, citizens may need help obtaining food, shelter, counseling and coordination with government agencies. Individuals with social services skills are most welcome.
- **Point of Distribution (POD)** - If a major pandemic event is imminent or has occurred, Federal, State and County emergency agencies will activate local POD centers where residents can go to in order to receive medication or vaccine to protect themselves against a health threat. Examples of situations where POD sites may be opened include bioterrorist events (e.g., anthrax, plague, smallpox) and natural events (e.g., pandemic influenza). The Borough will activate a POD site, receive and distribute medications for local distribution to residents. A range of volunteer services including clerical, medication inventorying, distribution and coordination will be needed.

If you need additional information or are interested in joining please e-mail [emergencymanagement@franklinlakes.org](mailto:emergencymanagement@franklinlakes.org).

# Franklin Lakes Office of Emergency Management

*Are you prepared for the next emergency? Have you registered your cell phone number and e-mail addresses with the Franklin Lakes Emergency Notification System?*

Franklin Lakes is encouraging residents to register with the Borough's Swift911™ emergency notification system. The goal of the Borough's Office of Emergency Management is to be able to reach 100% of residents through the Swift911™ system. With the Swift911™ system, the Borough will be contacting residents during emergencies by phone, email and text message. The notification system will ensure that you receive alerts, safety plans, and up-to-date information in all emergency situations. Residents should register before an emergency occurs. Register online at [www.FranklinLakes.org](http://www.FranklinLakes.org) or complete the registration form.

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## Emergency Notification System Registration



Add:

Change:

Remove:

Name: \_\_\_\_\_

Address (street): \_\_\_\_\_

Main Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Text/SMS

Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Text/SMS

Alternate Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Text/SMS

Alternate Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Text/SMS

Email Address: \_\_\_\_\_

Borough's e-blast

Email Address: \_\_\_\_\_

Borough's e-blast

**Please return this form to:**

Borough of Franklin Lakes  
Emergency Notification System Registration  
480 DeKorte Drive  
Franklin Lakes, NJ 07417

Register  
Cell Phones