

HURRICANE ALERT!

MONMOUTH P&DC

DATE: WEDNESDAY, SEPTEMBER 1, 2010

SUBJECT: HURRICANE EARL ALERT

FOCUS: EMERGENCY PHONE NUMBER – EMPLOYEE HOTLINE

With the impending threat of Hurricane Earl approaching, it is critical that all employees of the South Jersey District are fully aware of the “Employee Emergency Hotline Phone Number”. That is as follows:

1-888-363-7462

✓ **FOR MONMOUTH P&DC ASSOCIATE OFFICES AND PLANTS: PRESS ID “077” WHEN PROMPTED**

Employees are to utilize this hotline phone number for ANY emergency event to have access to correct up to the minute information as well as any special instructions.

You are also advised to listen for any radio or television (local news) announcements.

For the purpose of this specific event (“Earl”), this phone number can be called when conditions such as heavy flooding or significant wide-spread property damage in the area is apparent.

If you have any questions, please notify your immediate supervisor or manager.

Subject: Hurricane Preparedness Safety Talk for home and work

In light of Hurricane Earl's uncertain path, below is a safety talk to be shared with ALL employees as soon as possible. It contains valuable information for employees to follow at home and work. This is also an excellent reminder of how important it is to have and practice a shelter-in-place plan at every office regardless of size. A shelter in place plan is necessary when severe weather strikes making it unsafe to be outside. All employees should be familiar with where they should seek inside shelter if possible. Please review your shelter-in-place plan with all employees tomorrow morning.

In the event of a hurricane, the basement is the safest place to be. Upper stories are unsafe. If there is not time to descend or if there is no basement, go to a small room or closet with stout walls. Also, an inside hallway will give some protection against flying debris. If you can, get under heavy, secured furniture. **Above all, stay away from glass windows.** The building will not be evacuated. When directed, employees are to proceed quickly to the shelters or their homes. DO NOT RUN or shove other employees.

SAFETY TALK FEMA'S HURRICANE AND FLOOD PREPAREDNESS

BE PREPARED

- Listen to weather updates and stay informed of conditions.
- Keep portable radio and flashlight on hand. Check batteries to make sure they are fresh.
- Remove all loose objects from your front and back yard areas. Keep all trees and shrubs well trimmed so they are more wind resistant.
- Store drinking water in clean containers and have some non perishable food on hand.
- Make copies of important documents: driver's license, Social Security card, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.
- Be ready to evacuate the area if necessary.

Hurricane Evacuation Preparations

If you must evacuate, be prepared to take the following items with you.

Battery operated radio and flashlight.

2 week supply of medications.

Blankets or sleeping bags, extra clothing, lightweight folding chairs/cots.

Personal items, including books and toys.

Infant supplies and important papers mentioned above.

Flood Preparations

If you must evacuate, be prepared to take the following items with you.

Same as Hurricane Evacuation Preparations .

Avoid areas subject to sudden flooding

Do not attempt to drive over a flooded road. You can be stranded or trapped. The depth of water is not always obvious.

After the Flood

Do not use fresh food that has come in contact with flood waters.

Boil drinking water before using. Wells should be pumped out and water tested for purity before drinking.

Do not handle live electrical equipment in wet areas; electrical equipment should be checked and dried before being returned to service.

If your personal vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants.

Federal and National Resources

Find additional information on how to plan and prepare for a hurricane and flooding by visiting the following resources:

[Federal Emergency Management Agency](#)

[NOAA Hurricane Center](#)

[American Red Cross](#)

[U.S. Environmental Protection Agency](#)

[U.S. Department of Health and Human Services, Center for Disease Control](#)

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