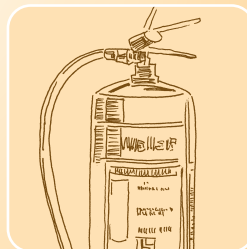


The Oakland County Sheriff's Office

EMERGENCY HANDBOOK



MICHAEL J. BOUCHARD

Oakland County Sheriff

www.oaklandsheriff.com

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Letter From The Sheriff

Dear Citizens:

The Oakland County Sheriff's Office is proud of the steps we have taken to be prepared for any type of emergency or disaster, natural or manmade. While local law enforcement are first responders and are there for residents should an emergency occur, local citizens can do their part in being prepared. The keys to being prepared include 1.) being informed, 2.) making a plan, and 3.) making a kit.

Please take a moment to review the questions below. If an emergency and or disaster should occur..... If you answered "no" to any of these questions, please take some time to sit down and go through this handbook with your family. Keep it in a safe place and refer to it if an occasion arises when you might need to implement your family action plan. Taking these few small steps could make a startling difference when faced with a crisis situation.

I hope you will find this handbook informative and useful.

Sincerely,

Michael J. Bouchard
Oakland County Sheriff



Emergency Readiness Quiz

	Yes	No
1. Do you have a family plan?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you know the emergency plan for work and/or school?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have disaster supply kit in your home?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your home equipped with the appropriate safety devices (i.e. functioning smoke detectors, carbon monoxide warning devices) and do your family members know how they function?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have a meeting place outside your home if you must evacuate?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are family records and documents protected in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have contacts and/or family members to stay with in other areas?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you know the numbers of local authorities and emergency services?	<input type="checkbox"/>	<input type="checkbox"/>

Tornado Facts

Oakland County's Outdoor Warning Program

In 1977, Oakland County implemented an Outdoor Warning Program to warn citizens of impending danger by installing outdoor warning sirens. Today the county has 216 total sirens. When the sirens are activated, a three-minute tone indicates that a tornado has been sighted in the area.

Tornado Watch

A tornado watch is issued when conditions exist for the development of a tornado. Watches (which last from 2 to 6 hours) give you time to plan and prepare. When a tornado watch is issued, you should remain indoors and pay attention to local weather updates.

Tornado Warning

A tornado warning means that a tornado has been sighted and you should take cover immediately. Warnings cover the entire county and are usually no longer than an hour and a half.

Where To Seek Shelter

In home: A basement offers the greatest safety. If possible, seek shelter under sturdy furniture. In a home without a basement, take cover in the center of the house on the lowest floor in a small room such as a closet or bathroom.

In mobile homes: Mobile homes are particularly vulnerable. When a tornado watch or warning is issued, take shelter in a building with a strong foundation. If shelter is not available, lie in a low-lying area a safe distance away from the mobile homes. Use your arms to protect your head and neck. If not able to leave, go to an interior room away from windows and cover yourself with what is available.

Vehicles: Get out of the car immediately and take shelter. If you cannot get indoors, get out of the car and into a ditch or ravine; lie flat and put your arms over your head.

At work or school: Go to the basement or to an inside hallway at the lowest level. Avoid places with wide-span roofs (i.e. auditoriums) and use your arms to protect head and neck.

In open country: Get into a sturdy building if possible, or lie flat in a ditch or depression. Use your arms to protect your head and neck.



Floods

The American Red Cross provides the following information on flooding and how to be prepared. **Know What to Expect:** Know your area's flood risk—if unsure, call your local Red Cross chapter, emergency management office, or planning and zoning department.

- If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
- Listen to local radio or TV stations for flood information.

Reduce Potential Flood Damage By:

- Raising your furnace, water heater, and electric panel if they are in areas of your home that may be flooded.
- Consult with a professional for further information if this and other damage reduction measures can be taken.

Floods Can Take Several Hours to Days to Develop

- A flood **WATCH** means a flood is possible in your area.
- A flood **WARNING** means flooding is already occurring or will occur soon in your area.

Flash Floods Can Take Only a Few Minutes to a Few Hours to Develop

- A flash flood **WATCH** means flash flooding is possible in your area.
- A flash flood **WARNING** means a flash flood is occurring or will occur very soon.

Prepare a Family Disaster Plan and Emergency Disaster Kit

- Check to see if you have insurance that covers flooding. If not, find out how to get flood insurance.
- Keep insurance policies, documents, and other valuables in a safe-deposit box.

When a **Flood WATCH** Is Issued . . .

- Move your furniture and valuables to higher floors of your home.
- Fill your car's gas tank, in case an evacuation notice is issued.

When a **Flood WARNING** Is Issued . . .

- Listen to local radio and TV stations for information and advice. If told to evacuate, do so as soon as possible.

When a **Flash Flood WATCH** Is Issued . . .

- Be alert to signs of flash flooding and be ready to evacuate on a moment's notice.

flood facts

Floods

Can Take Several Hours to Days to Develop

Flash Floods

Can Take Only a Few Minutes to a Few Hours to Develop

FLOOD WATCH

a flood is possible in your area.

FLOOD WARNING

flooding is already occurring or will occur soon in your area.

FLASH FLOOD WATCH

flash flooding is possible in your area.

FLASH FLOOD WARNING

flash flood is occurring or will occur very soon.

When a **Flash Flood WARNING** Is Issued . . .

- Or if you think it has already started, evacuate immediately. You may have only seconds to escape. Act quickly!
- Move to higher ground away from rivers, streams, creeks, and storm drains. Do not drive around barricades . . . they are there for your safety.
- If your car stalls in rapidly rising waters, abandon it immediately and climb to higher ground.

Fire Safety

The following list was generated by the National Fire Protection Association. It provides insight as to why, each year, hundreds of people die inside their homes trying to put out fires instead of getting out.

- They do not know how to properly use a fire extinguisher (Proper learning requires training from professionals).
- Not all fire extinguishers will work on all fires (Use A-B-C Rated Extinguishers; A-Paper, B-Gas, oil, grease, C-Electrical).
- People try to fight fires for too long and are overcome by poisonous gasses produced by the fire.
- The fire is bigger than the fire extinguisher was originally designed for.

ALWAYS CALL 911!

If a fire does occur, the American Red Cross provides the following on how to make a safe escape.

- Once you are out, stay out! Call the fire department from a neighbor's home.
- If you see smoke or fire in the path of your first escape route, use your second way out. If you must exit through smoke, crawl low under the smoke to your exit.
- If you are escaping through a closed door, feel the door before opening it. If it is warm, use your second way out.
- If smoke, heat, or flames block your exit routes, stay in the room with the door closed. Signal for help using a bright-colored cloth at the window. If there is a telephone in the room, call the fire department and tell them where you are.

In addition the aforementioned safety measures, you should:

- Regularly test smoke detectors and change batteries when needed.
- Test and recharge fire extinguishers (according to instructions).
- Keep all family members informed on escape procedures.



SARS

With the threat of SARS now spreading throughout the world, the Center for Disease Control and Prevention provided the following information about the disease and precautionary measures that you can take.

SARS: The New Disease

Severe acute respiratory syndrome (SARS) is a respiratory illness that has recently been reported in Asia, North America, and Europe. This fact sheet provides basic information about the disease and what is being done to combat its spread.

How SARS Spreads

The primary way that SARS appears to spread is by close person-to-person contact. Most cases of SARS have involved people who cared for or lived with someone with SARS, or had direct contact with infectious material (for example, respiratory secretions) from a person who has SARS. Potential ways in which SARS can be spread include touching the skin of other people or objects that are contaminated with infectious droplets and then touching your eye(s), nose, or mouth. This can happen when someone who is sick with SARS coughs or sneezes droplets onto themselves, other people, or nearby surfaces. It also is possible that SARS can be spread more broadly through the air or by other ways that are currently not known.

Who Is At Risk

Most of the U.S. cases of SARS have occurred among travelers returning to the United States from other parts of the world with SARS. There have been very few cases as a result of spread to close contacts such as family members and health care workers. Currently, there is no evidence that SARS is spreading more widely in the community in the United States.

Symptoms

In general, SARS begins with a fever greater than 100.4°F. Other symptoms may include headache, an overall feeling of discomfort, and body aches. Some people also experience mild respiratory symptoms. After 2 to 7 days, SARS patients may develop a dry cough and have trouble breathing.



West Nile Virus

The Center for Disease Control and Prevention provided the following information on West Nile Virus and what you can do to be informed and prepared.

Who Is At Risk

All residents of areas where virus activity has been identified are at risk of getting West Nile encephalitis; persons over 50 years of age have the highest risk of severe disease. It is unknown if immunocompromised persons are at increased risk for WNV disease.

Symptoms

Most people who are infected with the West Nile virus will not have any type of illness. It is estimated that 20% of the people who become infected will develop West Nile fever: mild symptoms, including fever, headache, and body aches, occasionally with a skin rash on the trunk of the body and swollen lymph glands.

The symptoms of severe infection (West Nile encephalitis or meningitis) include headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, and paralysis. It is estimated that 1 in 150 persons infected with the West Nile virus will develop a more severe form of disease.

- Time from infection to onset of disease symptoms for West Nile encephalitis: Usually 3 to 14 days.
- Duration of Symptoms: Symptoms of mild disease will generally last a few days. Symptoms of severe disease may last several weeks, although neurological effects may be permanent.



Biological Threats

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin, or be eaten to make you sick. Some biological agents do not cause contagious diseases while other biological agents do.

If There is a Biological Threat

A biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news. If able to leave your home, quickly move uphill, upwind, or upstream to minimize contact with the agent.

Protect Yourself

If you become aware of an unusual and suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself. Quickly get away. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

Symptoms and Hygiene

At the time of a declared biological emergency, if a family member becomes sick, it is important to be suspicious. Do not automatically assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.



Chemical Threats

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

Possible Signs of Chemical Threat:

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.

If You See Signs of Chemical Attack:

- Quickly try to define the impacted area or where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where you suspect the chemical release is and “shelter-in-place.”
- If you are outside, quickly decide what is the fastest escape from the chemical threat.
- Consider if you can get out of the area, or if you should follow plans to “shelter-in-place.”
- If able to leave your home, quickly move uphill, upwind, or upstream to minimize contact with the agent.

If You Think You Have Been Exposed to a Chemical:

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.

- If you think you may have been exposed to a chemical, strip immediately and wash.
- Look for a hose, fountain, or any source of water, and wash with soap if possible, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention.

nuclear blast

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

IF THERE IS A NUCLEAR BLAST

Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave. Quickly assess the situation.

Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to “shelter-in-place.” In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.

SHIELDING

If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.

DISTANCE

The farther away you are from the blast and the fallout the lower your exposure.

TIME

Minimizing time spent exposed will also reduce your risk.

Use available information to assess the situation. If there is a significant radiation threat, health care authorities may or may not advise you to take potassium iodide. Potassium iodide is the same stuff added to your table salt to make it iodized. It may or may not protect your thyroid gland, which is particularly vulnerable, from radioactive iodine exposure. Consider keeping potassium iodide in your emergency kit, learn what the appropriate doses are for each of your family members. Plan to speak with your health care provider in advance about what makes sense for your family.

Family Plan

Communications plan—In the event your family is separated during an emergency, it is important to have your plan in place.

- Discuss the dangers of various disasters—both natural and man-made.
- Select a location outside of the home where—if evacuation is necessary—family members can meet.
- Designate an emergency contact person in another state. An out-of-state contact may prove to be a more efficient way for separated family members to communicate with one another as, in the case of an emergency, calling out of state might be easier than calling across town.
- Ensure that the emergency contact number is memorized by all members of the family and that they have the resources to call (i.e. coins, phone card, etc; calling collect is also an option).
- Be patient and prepare yourself for difficulty getting through.
- Have one phone that does not require an electrical power source in your home.

Emergency Information

Methods of getting citizens' attention vary between communities. Find out the types of disasters that are most likely to occur in your area and the notification system for each. In addition, you should contact the closest chapter of the American Red Cross (see "For Additional Information" for details) to obtain information specific to the area.

Emergency Plans

Talk to your neighbors about how you can join forces in the event of an emergency. Be aware of those individuals in your neighborhood that might need special attention in case of an emergency and make a plan for ways you can help. Also, know the emergency preparation plans at school and work. Thinking and communicating with others in advance will better enable you to locate your loved ones in the aftermath of an emergency.

Stay or Go?

People are often forced to leave their homes because of natural disasters, fires, floods, or transportation or industrial accidents that release harmful substances. Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay put or get away. Use common sense and available

sheltering "in place"

- Bring your family and pets inside.
- Lock doors and close windows, air vents and fireplace dampers.
- Turn off fans, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.
- Seal all windows, doors and air vents with plastic sheeting and duct tape, if advised to do so. Consider measuring and cutting the sheeting in advance to save time.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio (in Oakland County: WWJ-AM 950, WJR-AM 760, etc) or check the Internet often for official news and instructions as they become available.

information to determine if there is an immediate danger and to understand and plan for both possibilities.

Staying Put

Sometimes, regardless of the location, the wisest decision is to stay where you are and avoid uncertainty outside. In certain extreme circumstances, a process known as “shelter-in-place” is a necessary mode for survival. This situation involves contaminated air and creates a barrier between the harmful substance and you. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, this action is probably best. According to the U.S. Department of Homeland Security, the following are the procedures you should follow whether you choose to leave your home or to stay.

Learn how and when to turn off utilities:

If there is damage to your home or you are instructed to turn off your utilities:

- Locate the electric, gas and water shut-off valves.
- Keep necessary tools near gas and water shut-off valves.
- Teach family members how to turn off utilities.
- If you turn the gas off, a professional must turn it back on. Do not attempt to do this yourself.

Plan for your pets:

- Pets should not be left behind, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency.
- Store extra food, water and supplies for your pet.

If time allows:

- Call or email the “out-of-state” contact in your family communications plan.
- Tell them where you are going.
- If there is damage to your home and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Check with neighbors who may need a ride.

evacuation

There may be conditions under which you will decide to evacuate, or there may be situations when authorities instruct you to leave. Plan how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency.

CREATE AN EVACUATION PLAN

- Plan places where your family will meet, both within and outside of your immediate neighborhood.
- If you have a car, keep at least a half tank of gas in it at all times.
- Become familiar with alternate routes and other means of transportation out of your area.
- If you do not have a car, plan how you will leave if you have to.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Lock the door behind you.

Home Emergency Kit

An Emergency Supplies Kit must contain the basic necessities of survival: fresh water, food, clean air and warmth. You should find out how to store and prepare food and water for your family for at least three days of survival and, as far as clean air is concerned, learn how to improvise with what you have on hand. You can use these items to protect your mouth, nose, eyes and cuts in your skin. In addition, you should have clothing, bedding, tools, special needs items (i.e. medication, diapers, etc), and a first aid kit readily available. See the next page for more details.

Water

- One gallon of water per person per day (at least three days worth), for drinking and sanitation. Keep in mind, more water may be necessary for children, sick persons, etc, or if you are in a warmer climate.
- Store water tightly in clean plastic containers such as soft drink bottles.

Food

- Store a three-day supply, ensuring that it is non-perishable.
- Choose foods with no special requirements (i.e. cooking, refrigeration, etc) and be sure to include utensils, eating wear, and non-electric can opener.
- Make the food specific to your family's needs.
- Remember food for your pets.

Bedding & Clothing

Have at least one complete change of warm clothing and shoes per person including:

- Long pants.
- A long sleeve shirt.
- Durable shoes.
- A jacket or coat and hat and gloves.
- A pillow and sleeping bag or warm blanket for each person.

Tools

- Battery Powered Radio and working batteries
- Cash or traveler's checks and change
- Emergency reference material (i.e. a first aid book)
- Utility knife, tube tent pliers, shut-off wrench (to turn off gas and water)
- Paper towels, aluminum foil, and plastic storage containers.
- Fire extinguisher (small canister, ABC type)
- Compass

- Matches in a waterproof container
- Signal flares or road flares
- Flashlight with working batteries

Sanitation Items

- Toilet paper, towelettes
 - Personal hygiene items
 - Plastic garbage bags (for personal sanitation uses)
 - Disinfectant spray (i.e. Lysol)
 - Household chlorine bleach (non-scented, with no added cleaners)
- You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or, in an emergency, you can also use it to purify water; use 16 drops of regular household liquid bleach per gallon of water.

Safety Guide for Senior Citizens

Many accidents in the home can be eliminated by preventing hazards, especially for those over the age of 60 who have an increased risk of injury and death. To ensure the safety of a home, the following list of safety measures is key.

- Post emergency numbers by every phone.
- Keep appliances and cords in good condition.
- Follow instructions concerning the storage and use of medications.
- Ensure that the electrical service is up to code.
- Ensure that rugs are skid proof and in good condition.
- Do not keep the stove near hanging curtains.
- Turn pan handles away from the stove's edge when cooking.
- Disconnect small appliances when not in use.
- Keep knives and hazardous household agents stored away.
- Clean all spills immediately.
- Ensure that furniture is sturdy and secure.
- Keep steps in good condition and free of unnecessary objects
- Keep handrails secure.
- Install hand bars by the bathtub and toilet.
- Keep electrical appliances away from sink areas.
- Maintain safe steps and walkways.
- Keep the outside of the house adequately lighted.

car safety kit

In case of an emergency (of any type), keep your car equipped with these supplies and make sure that your fuel tank is always full.

- Cellular Phone and charger
- Jumper cables, spare tire and pump
- Flashlight
- Battery powered radio
- Extra batteries
- Bottled water and energizing foods
- Flares
- Blanket
- Maps

Neighborhood Watch

The Neighborhood Watch Program was a concept that gained national interest in part by the efforts of the National Sheriff's Association. The Neighborhood Watch program has proven an effective way to strengthen residents' involvement in communities and thus foster a greater sense of unity. At first, the program was focused on combating burglary, but more recently it has become a way for individuals to ensure safety in their neighborhood by working with law enforcement agencies to reduce neighborhood crimes of all types.

In order to create and maintain a successful Neighborhood Watch Program, the following are suggested:

- Address the problems specific to your area and your neighborhood's needs
- Develop strategies
- Build a cooperative relationship between law enforcement agencies and residents
- Create an organized group of trained volunteers
- Work to maintain interest and enthusiasm
- Develop and work towards a common goal

Contact your local police agency or sheriff sub-station for additional information.

Michigan Citizen Corps

In view of the courage and spirit that individuals demonstrated in the aftermath of September 11, 2001, President Bush called upon Americans to dedicate at least 2 years of their lives to public service. The Michigan Citizen Corps was established in April 2002 in response to this call to action in order to foster a sense of service and citizenship within the community. Volunteerism is undoubtedly a key component in the solution for community challenges.

Citizen Corps is a component of the USA Freedom Corps. The Freedom Corps creates opportunities for individuals to volunteer in their communities in assisting in emergency preparation and response. They bring together citizens with local organizations and divisions with the aim of making communities stronger and better able to handle disasters and threats of all kinds. Programs of the Michigan Citizen Corps include:

- Community Emergency Response Teams
- Corps Councils Neighborhood Watch Programs
- Medical Reserve Corps Citizen
- Volunteers in Police Service

To contact the Michigan Citizen Corps, you can check their website at www.citizencorps.gov, call (517) 335-4295, or email citizencorps@michigan.gov.

For Additional Information

National/Federal Organizations:

FEMA

www.ready.gov

Center For Disease Control & Prevention:

www.cdc.gov

Neighborhood Watch

www.USAonwatch.org

American Red Cross:

www.redcross.org

Salvation Army:

(313) 601-4650

State of Michigan

General Websites:

www.michigan.gov

American Red Cross-Southeastern Michigan Chapter:

www.semredcross.org

(313) 833-4440

West Nile Virus in Michigan:

www.wnv.state.mi.us

Oakland County

Oakland County Sheriff's Office:

www.oaklandsheriff.com

(248) 858-5000

Oakland County Emergency Response & Preparedness:

www.co.oakland.mi.us

(248) 858-5300

Oakland County Emergency Management:

(248) 452-2277

Information on SARS:

www.cdc.gov/ncidod/sars

www.who.int.csr/sars/en/

emergency contacts

IF CASE OF AN EMERGENCY, DIAL 911

Please take a few moments to write in contact numbers specific to you and your local area. Make photo copies of this page for family members and keep a copy in an accessible place in case of an emergency.

Local Public Contacts

Police Department

Phone: _____

Fire Department

Phone: _____

Neighborhood Hospital

Phone: _____

Ambulance Service

Phone: _____

Poison Control

Phone: _____

Family Contacts

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

The Oakland County Sheriff's Office

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