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Marathon Petroleum Company LLC
and has been endorsed by:

Detroit Office of Homeland Security and
Emergency Management

Wayne County Department of
Homeland Security & Emergency
Management

Wayne County Local Emergency
Planning Committee

Stay informed Be prepared

Community Emergency Preparedness Guide

Be ready.

In the event of a community emergency, the city of Detroit and Wayne County Departments of Homeland Security will be responsible for coordinating communications to the public. This guide is intended to help you be prepared in the event of an emergency and to know your community's emergency notification procedures.

How should I plan in advance for an emergency?

- Keep basic supplies on hand in an emergency kit.
 - Water, one gallon of water per person per day for at least three days, for drinking and sanitation
 - Food, at least a three-day supply of non-perishable food and a manual can opener if kit contains canned food
 - Battery-powered or hand-crank radio and a weather radio with tone alert and extra batteries for both
 - Flashlight and extra batteries
 - First-aid kit
 - Whistle to signal for help
 - Moist towelettes, garbage bags and plastic ties for personal sanitation
 - Local maps or GPS unit
 - Pet food, extra water and supplies for your pet
- Copies of important documents: driver's license, Social Security cards, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.
- Make a list of things you should take with you in an emergency, such as medicine, baby food, toiletries, eyeglasses, checkbook or cash. Place these items in a location known to all family members so that they can be gathered quickly in an emergency.
- Sign up for Wayne County Emergency Notification System (ENS). To sign up visit Wayne.GetAlerts.org or complete the attached registration form and return to Wayne County Department of Homeland Security & Emergency Management.

What should I do if I am alerted to an emergency?

- Stay calm.
- You may be alerted to a problem that may or may not pose an immediate danger to the community. You will be advised if there is the potential for escalation into a more serious situation. If you are informed of a potential problem, you should "stand by" until advised of what action to take.
- If you are alerted to an emergency, immediately turn on a radio or television to a local station for further instruction. Emergency broadcast messages may be heard on the following stations:
 - WWJ – 950 AM
 - WJR – 760 AM
 - WDIV – TV-Channel 4
 - WXYZ – TV-Channel 7
- If you have cable television, your cable company may be carrying emergency information.
- Instructions will be given as soon as official information is available, and the message will be repeated at prescribed intervals, as necessary.
- Do not use your telephone or cell phone unless you have a personal emergency. Unnecessary calls may prevent essential and official calls from getting through.
- Stay tuned to your radio or TV for more information.



Be prepared.

What should I do if told to take shelter or shelter in place?

- You may be asked to take shelter or shelter in place if hazardous material is released to the air and there is not enough time to safely evacuate.
- Go inside your home or some other building.
- Close all windows and doors. In the event of a chemical or gas release requiring shelter in place, seal windows, doors, vents and flues with duct tape.
- Turn off all air conditioners, fans and heating systems.
- Limit your telephone and cell phone usage. Unnecessary calls may prevent essential and official calls from getting through.
- Stay tuned to your radio or TV for more instructions.
- Begin storing water in containers for future drinking and cooking.
- If necessary, children in affected schools will be sheltered there. Parents should not try to pick them up unless advised to do so.
- Do not go outdoors unless absolutely necessary. If so, limit time spent outdoors and cover your mouth with a damp cloth or towel. When returning indoors, leave outer clothing outside. Wash your face and hands with mild soap and lukewarm water.
- Remain sheltered until local authorities announce the emergency is over.

What should I do if told to prepare to evacuate?

- Do not leave your home at this stage.
- Stay tuned to your radio and/or television for further instruction to prepare to evacuate.
- Prepare your home for a three-day absence: turn off small appliances, faucets, lights, air conditioners and fans; turn down the furnace, if it is on; lock windows and doors.
- Gather and pack the necessities you should take with you such as, medicine, driver's license or identification, baby food, toiletries, eyeglasses, checkbook, credit cards or cash.
- Gather and pack things for your pet, such as toys and treats. Pets will be transported and sheltered with you during an evacuation.

Marathon's Detroit refinery is prepared for emergencies.

- **Alarms:** Community members may hear sirens at the refinery that are designed to notify employees of events within the refinery, including security issues, fire, severe weather or a release. The sirens are tested every Saturday at 1 p.m. year-around.
- **Refinery Hotline:** A 24-7 hotline – 313-297-6272 – will report any refinery situation that may have impact outside the refinery fence. Marathon will contact city and county emergency management officials who are responsible for appropriate public notification.
- **Flaring:** Refineries all use a safety device known as a flare to safely burn gases instead of venting those gases directly to the atmosphere. The flame that burns continually at the top of the flare is the pilot light, which is lit with natural gas much like the pilot light on your furnace or hot water heater. When refinery gases are being combusted to the flare they are ignited by the pilot and you may see a flame larger than the pilot light.

What should I do if told to evacuate?

- Stay calm.
- An evacuation will be ordered only if the community is threatened and there is time to evacuate safely and in an orderly manner.
- Local officials, through radio and television broadcasts, will specify which areas of the community must evacuate.
- Make sure that this order applies to your specific area. Evacuate your area as you have been instructed. Local officials will direct you to the nearest safe shelter.
- Take necessities as you have previously planned in case of an emergency.
- Leave when advised. Use one car per family. Close all car windows and vents. Listen to your radio for traffic information.
- You may return to your home as soon as the emergency is declared over and it is safe to return.
- If the emergency involved an airborne hazardous material, open windows and doors when you return and stay outside until the building is well ventilated.
- The city of Detroit and Wayne County include pet sheltering during an evacuation. This would include transportation (with owners) to a sheltering site, as well as sheltering accommodations.

Sign up for the Wayne County Emergency Notification System (ENS)...NOW!

Enrollment is easy. Simply log on to Wayne.GetAlerts.org and follow the "New User" instructions. Enrollment in ENS can be made using any internet connection from home, library or local community center. If you don't have access to a computer, a family member or friend can enroll you, or return the attached enrollment form.

In the event of an emergency, ENS will contact you at the phone numbers you have provided.



For more information on emergency preparedness, visit www.ready.gov

Stay informed.

Emergency Notification Enrollment Form

If you do not complete the ENS form on line, fill out the form below and mail to: Wayne County Alert Systems, 600 Randolph, Detroit, MI 48226.

Name _____

Address _____

City, State & Zip _____

Home phone number _____

Cell phone/Pager number _____

Mobile provider: Circle one

Nextel AT&T Sprint Verizon T-Mobile

Other provider _____

Please enroll me in the following notifications:

School closure notification

City and school name(s): _____

Weather warning notifications

Local emergency notifications

General emergency notifications