

# **HARDING TOWNSHIP EMERGENCY GUIDE**



**Sign up for  
ALERT HARDING NOTIFICATIONS  
AT  
[www.AlertHarding.com](http://www.AlertHarding.com)**

# **A MESSAGE TO HARDING TOWNSHIP RESIDENTS**

October 2018

This booklet has been prepared to explain Emergency Management Operations. All of us know the importance of being prepared for an emergency. The protection and care of our residents requires that we prepare a plan in the event of a major disaster.

Since 2011, weather events have caused major power outages, road closures and the disruption of emergency services. The Harding Township Office of Emergency Management would like our residents to make sure that they are prepared for the next emergency.

The Emergency Guide is designed to help you prepare for an emergency before the emergency occurs, and to provide you with information that will help you during the emergency and during the recovery. In some situations, you will need to be prepared to take shelter in your home; in others, you will need to be prepared to evacuate and take shelter elsewhere. This emergency guide provides the basic information you will need to be prepared in either situation.

The emergency guide also provides the information you need to prepare for two different kinds of emergencies: (1) an emergency for which there is advance warning, such as a hurricane or snow storm, and (2) an emergency for which there is no advance warning, such as an earthquake or terrorist attack. For both types of emergencies, the best defense is to be prepared.

Please take the time to read this guide carefully with your family and begin making preparations. We have also listed additional resources for emergency preparedness.

Sign up for Emergency Alert Harding Notifications—[www.AlertHarding.com](http://www.AlertHarding.com). You may select the kinds of information you want to be notified about and how you want to receive messages—landline, cell phone, text, email or TTY/TDD. If you need assistance in signing up, call Harding Township Police Department at 973-455-0500.

Please prepare for the next emergency now!

**Chris Yates**  
*Mayor*

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# **IMPORTANT PUBLIC HEALTH AND PUBLIC SAFETY PHONE NUMBERS**

**Call 911 in the event of a serious,  
life-threatening emergency.**

**The following are numbers for disaster and  
emergency related help and information.**

Emergency Assistance . . . . .	911
Harding Township Office of Emergency Management . . . . .	973-455-0500
Alert Harding Notifications. . . . .	www.AlertHarding.com
Harding Township Non-Emergency Police . . . . .	973-455-0500
211 Directory for Local Assistance Resources . . . . .	211 or 1-800-435-7555
American Red Cross of Northwest New Jersey . . . . .	908-273-2076
American Red Cross • Safe and Well . . . . .	1-866-GET-INFO
www.RedCross.org/SafeandWell	
Harding Township Health Department. . . . .	973-267-8000 ext. 1968
Morris County Office of Emergency Management . . . . .	973-829-8600
Morris County Office of Health Management . . . . .	973-631-5484
Morris County Prosecutor's Office. . . . .	973-285-6200
Morris County Sheriff's Office . . . . .	973-285-6600
NJ Mental Health Helpline. . . . .	1-877-294-HELP
NJ Poison Information & Education Systems . . . . .	1-800-222-1222
NJ State Police . . . . .	609-882-2000
PSE&G (Gas) . . . . .	1-800-436-7734
JCP&L (Electric Power Outages). . . . .	1-800-544-4877
	or text REG to 544487
JCP&L Registration for Well Water & Critical Care . . . . .	800-662-3115

**<https://www.state.nj.us/humanservices>**

# FOUR

## IMPORTANT STEPS TO FOLLOW

1

### IF THERE IS AN EMERGENCY: *TURN ON YOUR RADIO OR TELEVISION*

Listen to an Emergency Broadcast Station  
for information about your area.



WOR - 710 AM  
WMTR - 1250 AM  
WDHA - 105.5 FM  
WPAT - 93.1 FM  
WKMB - 1070 AM  
WNJN - 101.5 FM  
MADISON - 1630 AM

2

*WATCH FOR MESSAGES FROM*

**Alert** *Harding*

### EMERGENCY ALERT NOTIFICATIONS

3

*CHECK WEBSITE*

[www.hardingnj.org](http://www.hardingnj.org)



**Harding Police**

4

### *FOLLOW INSTRUCTIONS OF EMERGENCY OFFICIALS*

You May Be Asked to  
Take Shelter at Home



(See Page 12)

**-OR-**

You May Be Asked  
to Evacuate



(See Pages 6, 13-15)

# **PLAN IN ADVANCE/STAY PREPARED**

## **PREPARE YOUR HOME**

- Food and water
- Supplies and tools
- First aid and sanitation (Hand Sanitizer)
- Communications—radio
- House number

## **PREPARE TO EVACUATE**

- Pack a “Go Bag.”
  - Food and water
  - Supplies and tools
  - First aid kit and hand sanitizers
  - Medication
  - Communications—radio
- Know the evacuation routes.  
(See map on pages 14-15.)
- Decide on a meeting point.

## **OTHER PREPARATIONS**

- Check insurance coverage.
- Make a list of all valuables and store in a secure place (weather resistant container).
- Check the trees on your property for dead limbs and hanging branches and have them pruned.
- Learn first aid and CPR (cardiopulmonary resuscitation).

## **WHEN YOU CHANGE YOUR CLOCKS, ALSO**

- Replace smoke detector batteries.
- Update your emergency supplies.

**Visit [www.fema.gov](http://www.fema.gov) for additional advance planning advice.**

# **PREPARE YOUR HOME TO BE YOUR SHELTER**

## **FOOD AND WATER**

- Food for at least 3 days (dry or canned)
  - Soups and vegetables
  - Cereals and grains
  - Powdered milkBe sure to have items that don't have to be heated up.
- Water for at least 3 days: 1 gallon per person per day plus water for food preparation
- Non-electric can opener
- Medications for 3 days
- Baby food
- Utensils
- Pet food

## **SUPPLIES AND TOOLS**

- Battery-, solar- or crank-powered radio
- Battery-, solar- or crank-powered emergency lights
- Matches or lighter
- Fire extinguisher
- Shovel, wrench, screwdriver, hammer
- Materials to secure home (boards to cover windows, plastic sheeting to seal the interior, tape, rope, nails)
- Blankets and sleeping bags
- Wood (for a fireplace or stove), fuel, oil

## **FIRST AID AND SANITATION**

- First aid handbook
- Bandages
- Aspirin
- Disinfectants
- Pail with cover (for emergency toilet)
- Toilet paper
- Towels and rags
- Baby supplies

Replace your food supplies every 6 months; donate unexpired food to a food pantry.

**Visit [www.fema.gov](http://www.fema.gov) for additional preparedness advice.**

# **PREPARE TO EVACUATE**

## **PACK YOUR EMERGENCY KIT/“GO BAG” AND KEEP IT IN A CONVENIENT PLACE SO YOU CAN “GRAB IT AND GO”:**

- Food and water for at least 3 days
- A change of clothing (dress in layers); footwear
- Bedding—two blankets per person or sleeping bags
- Medicines
- Baby supplies
- Cash
- Identification
- Maps, compass

## **KNOW YOUR EVACUATION ROUTES.**

(See map on pages 14-15.)

## **HAVE A DESIGNATED MEETING PLACE FOR FAMILY MEMBERS.**

Visit [www.fema.gov](http://www.fema.gov) for additional information.



# **PREPARATION BY EVENT**

[www.fema.gov](http://www.fema.gov) • [www.state.nj.us/njoem](http://www.state.nj.us/njoem)  
[www.state.nj.us/njoem/plan/threats-emergencies.html](http://www.state.nj.us/njoem/plan/threats-emergencies.html)

## **BEFORE A HURRICANE**

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Know your surroundings.
- Learn community hurricane evacuation routes and how to find higher ground. Determine where you would go and how you would get there if you needed to evacuate.
- Make plans to secure your property.
- Cover all of your home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with  $\frac{5}{8}$ " marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking.
- Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage.
- Be sure trees and shrubs around your home are well trimmed so they are more wind resistant.
- Clear loose and clogged rain gutters and downspouts.
- Reinforce your garage doors; if wind enters a garage it can cause dangerous and expensive structural damage.
- Plan to bring in all outdoor furniture, decorations, garbage cans and anything else that is not tied down.
- Determine how and where to secure your boat.
- Consider installing a generator.
- Consider building a safe room.
- Fill bathtubs with potable water.

# **PREPARATION BY EVENT**

[www.fema.gov](http://www.fema.gov) • [www.state.nj.us/njoem](http://www.state.nj.us/njoem)  
[www.state.nj.us/njoem/plan/threats-emergencies.html](http://www.state.nj.us/njoem/plan/threats-emergencies.html)

## **BEFORE A THUNDERSTORM AND LIGHTNING**

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- Postpone outdoor activities.
- Remember the 30/30 Lightning Safety Rule: Go indoors if you cannot count to 30 from the time you see lightning and hear thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- Secure outdoor objects that could blow away or cause damage.
- Get inside a home, building or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.

## **BEFORE A TORNADO**

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Be alert to changing weather conditions.
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train
- If you see an approaching storm or any of the danger signs, be prepared to take shelter immediately.

# PREPARATION BY EVENT

[www.fema.gov](http://www.fema.gov) • [www.state.nj.us/njoem](http://www.state.nj.us/njoem)  
[www.state.nj.us/njoem/plan/threats-emergencies.html](http://www.state.nj.us/njoem/plan/threats-emergencies.html)

## BEFORE EXTREME HEAT

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Install window air conditioners snugly; insulate if necessary.
- Check air-conditioning ducts for proper insulation.
- Install temporary window reflectors (for use between windows and drapes), such as aluminum foil-covered cardboard, to reflect heat back outside.
- Weather-strip doors and sills to keep cool air in.
- Cover windows that receive morning or afternoon sun with drapes, shades, awnings or louvers. (Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent.)
- Keep storm windows up all year.
- Listen to local weather forecasts and stay aware of upcoming temperature changes.
- Know those in your neighborhood who are elderly, young, sick or overweight. They are more likely to become victims of excessive heat and may need help.
- Be aware that people living in urban areas may be at greater risk from the effects of a prolonged heat wave than are people living in rural areas.
- Get trained in first aid to learn how to treat heat-related emergencies.

## BEFORE WINTER STORMS AND EXTREME COLD

- Before winter approaches, add the following supplies to your emergency kit:
  - Rock salt or more environmentally safe products to melt ice on walkways (Visit <http://bit.ly/de-icers> for a complete list of recommended products.)
  - Sand to improve traction
  - Snow shovels and other snow removal equipment
  - Sufficient heating fuel (You may become isolated in your home and regular fuel sources may be cut off. Store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.)
  - Adequate clothing and blankets to keep you warm
- Consider installing a generator.

# PREPARATION BY EVENT

[www.fema.gov](http://www.fema.gov) • [www.state.nj.us/njoem](http://www.state.nj.us/njoem)  
[www.state.nj.us/njoem/plan/threats-emergencies.html](http://www.state.nj.us/njoem/plan/threats-emergencies.html)

## BEFORE AN EARTHQUAKE

### INDIVIDUAL, SINGLE-FAMILY HOME AND COMMUNITY EARTHQUAKE PLANNING TIPS

If a major earthquake struck in your area today, you might be without direct assistance for an extended period.

#### **Preparedness**

- Build an emergency kit and make a family communications plan. (See checklists on pages 5, 6 and 21.)
- Know the safe spots in each room—under sturdy tables, desks or against inside walls.
- Know the danger spots—windows, mirrors, hanging objects, fireplaces, tall furniture.
- Conduct practice drills. Physically place yourself and your children in safe locations.
- Decide where your family will reunite if separated.
- Keep a list of emergency phone numbers.
- Choose an out-of-state friend or relative whom family members can call after the quake to report whereabouts and conditions.
- Learn how to shut off gas, water and electricity in case the lines are damaged.
- Check chimneys, roofs and wall foundations for stability. Call a licensed contractor if there are any questions.
- Secure water heaters and appliances that could move enough to rupture utility lines.
- Keep breakable and heavy objects on lower shelves.
- Secure hanging plants and heavy picture frames or mirrors (especially those hanging over beds).
- Put latches on cabinet doors to keep them closed during shaking.
- Keep flammable or hazardous liquids such as paints, pest sprays or cleaning products in cabinets or secured on lower shelves.

During an earthquake, stay away from heavy furniture, appliances, large panes of glass, shelves holding heavy objects and masonry veneer (such as the fireplace). These items tend to fall or break and can injure you. Usually, a hallway is one of the safest places if it is not crowded with objects. Kitchens and garages tend to be most dangerous. Also know the safest place in each room. It will be difficult to move from one place to another during a severe earthquake.

Always know the possible ways to exit your house and workplace in emergency situations.

Safety Alert · Safety Alert · Safety Alert

# Portable Generators Pose A Serious Carbon Monoxide Hazard

## ⚠ DANGER

Using a generator indoors **CAN KILL YOU IN MINUTES.**

Generator exhaust contains carbon monoxide. This is a poison you cannot see or smell.



**NEVER** use inside a home or garage, **EVEN IF** doors and windows are open.



Only use **OUTSIDE** and far away from windows, doors, and vents.

Provided By: U.S. Consumer Product Safety Commission  
[www.cpsc.gov](http://www.cpsc.gov) (800) 638-2772



Centers for Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov) (800) CDC-INFO



# **IF YOU ARE ASKED TO TAKE SHELTER IN YOUR HOME**

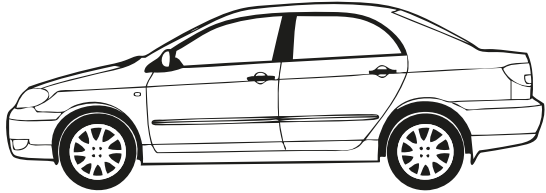
In the event of a radiological, chemical or biological emergency, authorities may direct you to evacuate or remain in your home.



**KEEP LISTENING TO YOUR RADIO OR TV  
FOR THE LATEST INFORMATION  
AND INSTRUCTIONS.**

# IF YOU ARE TOLD TO EVACUATE

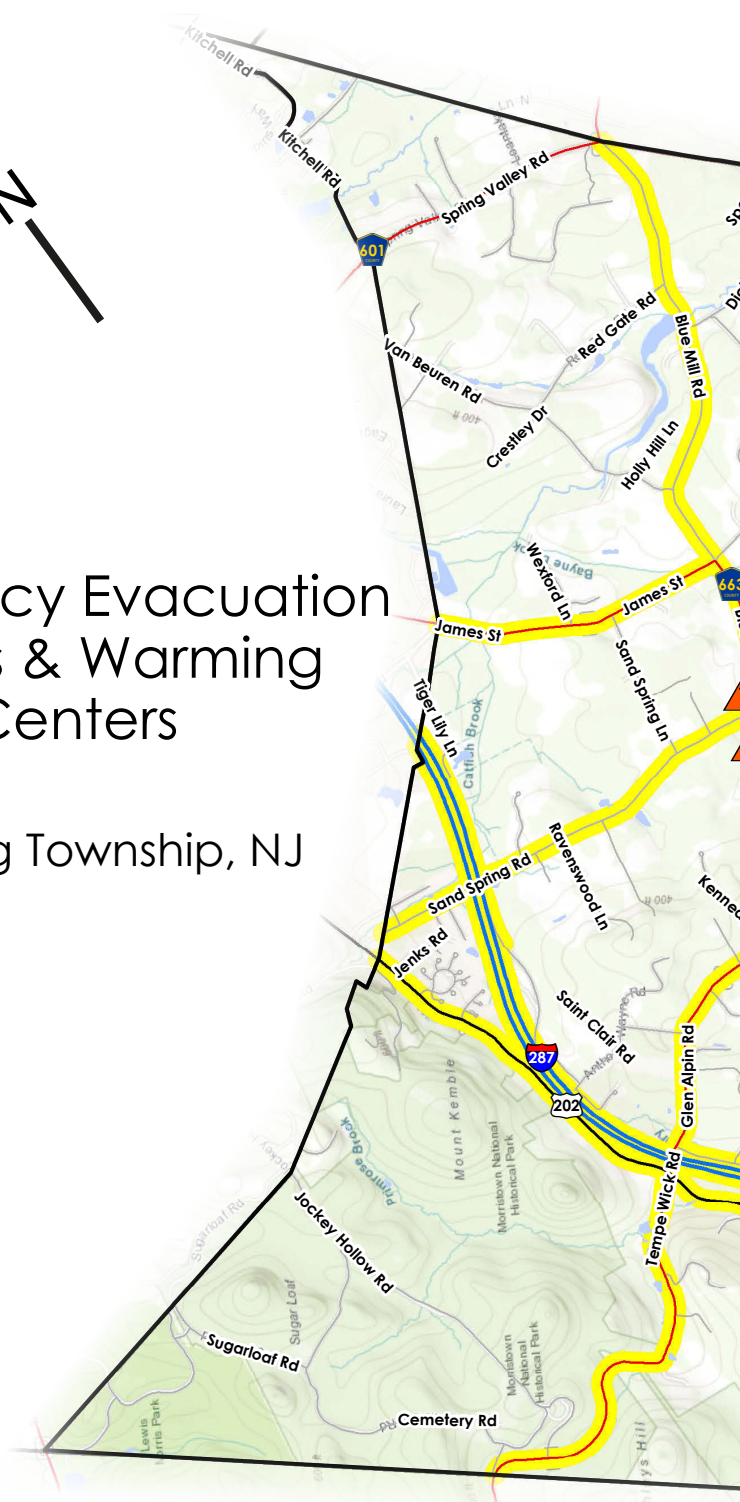
- Lock doors and windows.
- Secure your pets in a safe place with food and water if they are not coming with you.
- Post a message that tells where you are going and who is with you.
- Grab your supplies and your “Go Bags.”
- Leave—use recommended evacuation routes. Do not drive through flood waters.
- Listen to your radio.
- If you need transportation, call the Harding Township Police, 973-455-0500.



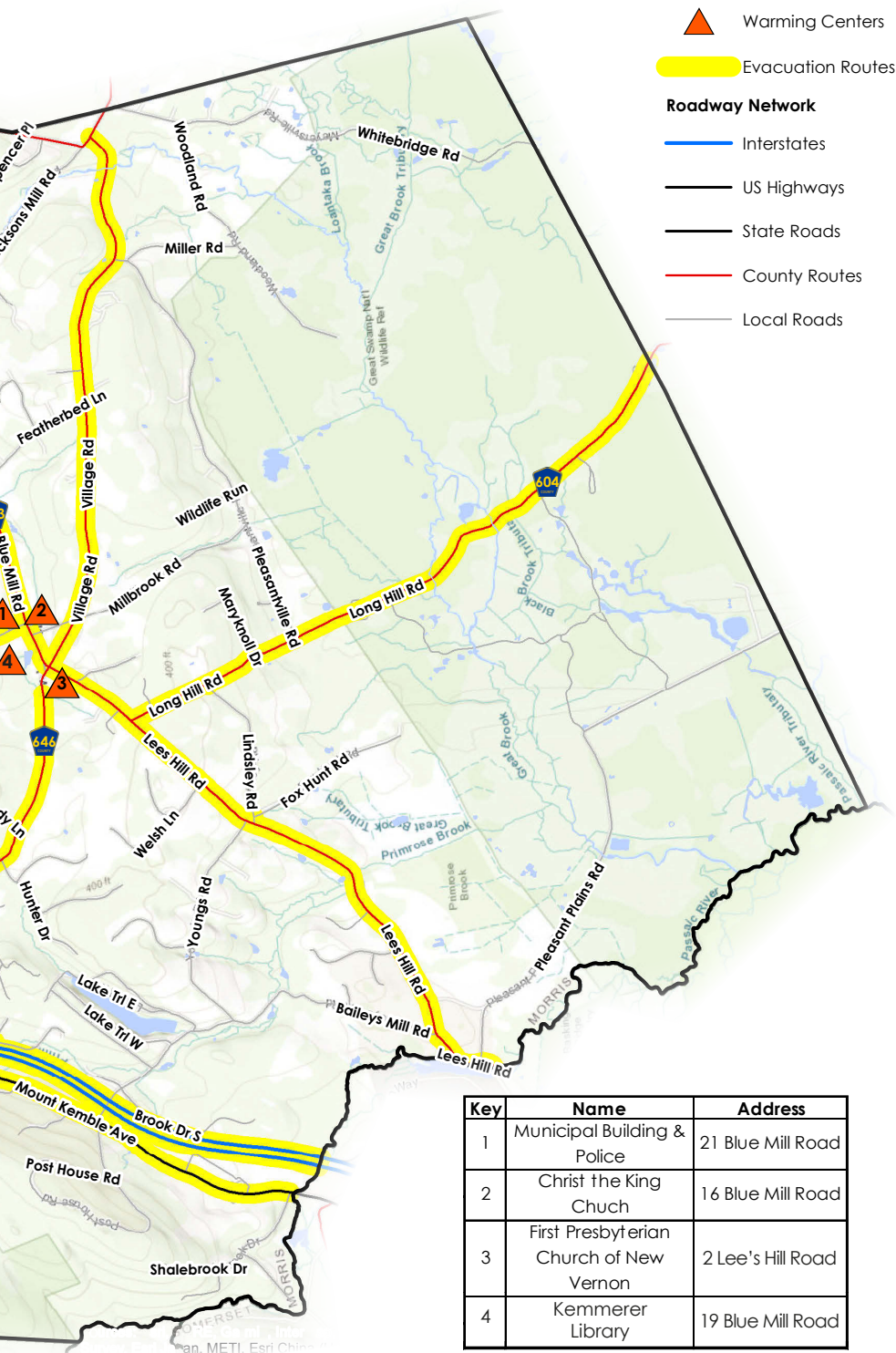
**Reminder: Shelters do not allow alcohol, smoking, firearms or pets!**

# Emergency Evacuation Routes & Warming Centers

Harding Township, NJ







# SITES

## Check to find out which Warming Centers/Charging Sites are open:

- [www.AlertHarding.com](http://www.AlertHarding.com)
- Township Web Page  
[www.hardingnj.org](http://www.hardingnj.org)
- Harding Police
- WOR - 710 AM
- WMTR - 1250 AM
- WDHA - 105.5 FM
- WPAT - 93.1 FM
- WKMB - 1070 AM
- WNJN - 101.5 FM
- Madison - 1630 AM



## Warming Center/Charging Sites

1. Harding Township Municipal Building ..... 21 Blue Mill Road
2. Church of Christ the King ..... 16 Blue Mill Road
3. First Presbyterian Church of New Vernon ..... 2 Lee's Hill Road
4. Kemmerer Library ..... 19 Blue Mill Road

# GENERATOR INSTALLATION PROCESS

## **Would you like to install a generator?**

Here is some helpful information needed when applying for the permits to install a permanent generator.

### **Zoning Permit**

- Complete the Zoning Permit – Generator application which can be found at [Hardingnj.org](http://Hardingnj.org)
- Submit a completed application along with the associated fees.
- Submit two copies of your property survey showing the location of the proposed generator.
- Submit one copy of the specification sheet of the proposed generator.

### **Building permit**

- Permit applications can be found at [Hardingnj.org](http://Hardingnj.org) under the Construction tab. Look for commonly requested forms link.
- You will need to complete and submit the UCC F100, F120, F130 & F140 forms. A New Jersey licensed contractor for Electrical and Plumbing will be required to complete.
- Please submit a copy of the generator specifications to establish the make/model and installation requirements.
- Submit an isometric diagram of the proposed fuel source (gas line) supplying the generator.
- Submit information regarding any transfer switch whether automatic or manual.

**\*\*Remember inspections for Electrical, Plumbing and Fire will be required for installation.**

**For more information please call Harding Township**

**Harding Township Construction Code Office at  
973-267-8000 Ext 1976**

**Zoning Office at 973-267-8000 Ext 1921**

# MUNICIPAL PHONE NUMBERS

HARDING TOWNSHIP	
MAIN PHONE NUMBER	973-267-8000
DEPARTMENT	EXTENSION
ADMINISTRATOR	1917
ADMINISTRATOR'S SECRETARY	1968
ASSISTANT ADMINISTRATOR	1988
CLERK	1968
CONSTRUCTION	1964
CONSTRUCTION ASSISTANT	1976
CONSTRUCTION - ELECTRICAL	1922
CONSTRUCTION - FIRE	1920
CONSTRUCTION - PLUMBING	1982
FINANCE	1980
FINANCE CLERK	1966
HEALTH REHS	1924
HEALTH REHS	1977
HEALTH SECRETARY	1968
POLICE CHIEF	1912
POLICE SECRETARY	1914
PUBLIC WORKS	973-267-2448
TAX COLLECTOR	1967
TAX ASSESSOR	1969
ZONING	1921

# **JERSEY CENTRAL POWER AND LIGHT POWER SERVICE**

JCP&L serves customers (a customer is a meter, not total population) in Harding Twp. through 5 substations. Gillette substation serves about 10 customers in the area of the Great Swamp. Green Village substation serves over 400 customers in the south east portion of the township. Morristown substation serves just under 10 customers in the northwest most portion of the township. The Whitney substation serves just under 400 customers in the west half of the township. Most customers in Harding are served out of the Ridge substation, almost 1,500.

JCP&L customers who use electrically operated life support equipment or depend on private well water can register their account with the company to get updates on potential interruptions to their electric service, such as weather-related outages during the summer storm season.

JCP&L maintains a critical care list of customers who depend on electrically operated life support equipment. To be included on this list, every year customers must complete and submit an authorization form signed by their physician. The list is used to contact customers should an outage affect their electric service for more than 24 hours.

JCP&L also has a list of homes and businesses that depend on electrically operated private wells for water. These customers also are notified if a power outage is expected to affect their electric service for more than 24 hours, in which case they would be advised of locations where water and ice are available.

Both the critical care customer and private well customer lists are provided to county and municipal Offices of Emergency Management.

To receive additional information and register accounts for the programs call 1-800-662-3115.

To Sign Up  
for  
**Alert** *Harding*  
NOTIFICATIONS

Please visit  
[www.AlertHarding.com](http://www.AlertHarding.com)

Questions Please E-mail:  
[hardingoem@hardingnj.org](mailto:hardingoem@hardingnj.org)

or call  
**973-455-0500**



# **EMERGENCY SAFETY CHECKLIST**

***Post this where it can be easily seen  
(refrigerator, bulletin board, etc.)***

## **Before an Emergency Strikes**

- ☐ Minimum 3 days of stored water and food
- ☐ Non-electric can openers
- ☐ Flashlights and batteries
- ☐ Battery-powered radio
- ☐ Cell phones fully charged, with spare batteries
- ☐ Fill fuel tanks in all your vehicles.
- ☐ Gasoline and extension cords for your generator (if you have one)
- ☐ Minimum 3 day supply of any prescription medications
- ☐ Topical first aid supplies: antiseptics, bandages, etc.
- ☐ Personal hygiene items, including toilet paper
- ☐ Emergency multi-purpose knife
- ☐ Matches, lighters and fire starting devices
- ☐ Copies of your important paperwork and identification documents
- ☐ "Go Bag": Do you have a bag ready in case you have to evacuate?
- ☐ Pet preparedness: Do you have enough food and water for your animals?
- ☐ In winter, a warm hat and gloves to protect you from the elements
- ☐ Local map and compass
- ☐ Water carrying containers (and a way to carry them)
- ☐ Wrenches and pliers for turning off utilities and shutting water pipes
- ☐ Battery-powered smoke and CO alarms
- ☐ Snow shovels
- ☐ Rock salt, calcium chloride and sand for melting snow
- ☐ Jumper cables
- ☐ Prior to storm have landscaper or tree company look at all your trees for dead limbs or hanging branches and prune where needed.
- ☐ Secure all outdoor items, such as patio furniture and umbrellas.
- ☐ Fill bathtubs with potable water.





# **SPECIAL NEEDS REQUEST FORM**

**If you have SPECIAL NEEDS fill out this form and mail to:**

Harding Township Office of Emergency Management

21 Blue Mill Road

PO Box 666

New Vernon, NJ 07976

My Name is \_\_\_\_\_

House Number and Street Name \_\_\_\_\_

Town \_\_\_\_\_ Telephone No. \_\_\_\_\_

I will need transportation \_\_\_\_ Yes \_\_\_\_ No

Special transportation? Ambulance, wheelchair-equipped vehicle,  
life-saving equipment? \_\_\_\_\_

I have a severe hearing, vision or physical handicap. Please explain:  
\_\_\_\_\_

My house is hard to find. Name of nearest cross streets or landmark  
\_\_\_\_\_

Give name, address and telephone number of a nearby friend, relative  
or neighbor who will agree to assist you in an emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

**THIS INFORMATION ONLY FOR USE BY  
EMERGENCY WORKERS**



# **WANT TO BE AN EMERGENCY VOLUNTEER?**

**EMERGENCY MANAGEMENT • FIRE • EMERGENCY SQUAD**

Please complete this page, remove and return to:  
**Secretary to the Township Administrator**  
**21 Blue Mill Road**  
**PO Box 666**  
**New Vernon, NJ 07976**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Email \_\_\_\_\_

☐ “✓” I am a licensed Medical Doctor or Health Care Professional and would be willing to volunteer.

☐ “✓” I am interested in joining the Fire Department.

☐ “✓” I am interested in joining the Emergency Squad.

List any emergency training (no prior training is needed):

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List any emergency management experience:

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# NOTES

# NOTES

Harding Township  
Office of Emergency Management  
21 Blue Mill Road  
PO Box 666  
New Vernon, NJ 07976

**IMPORTANT INFORMATION ~ KEEP IN HANDY LOCATION**