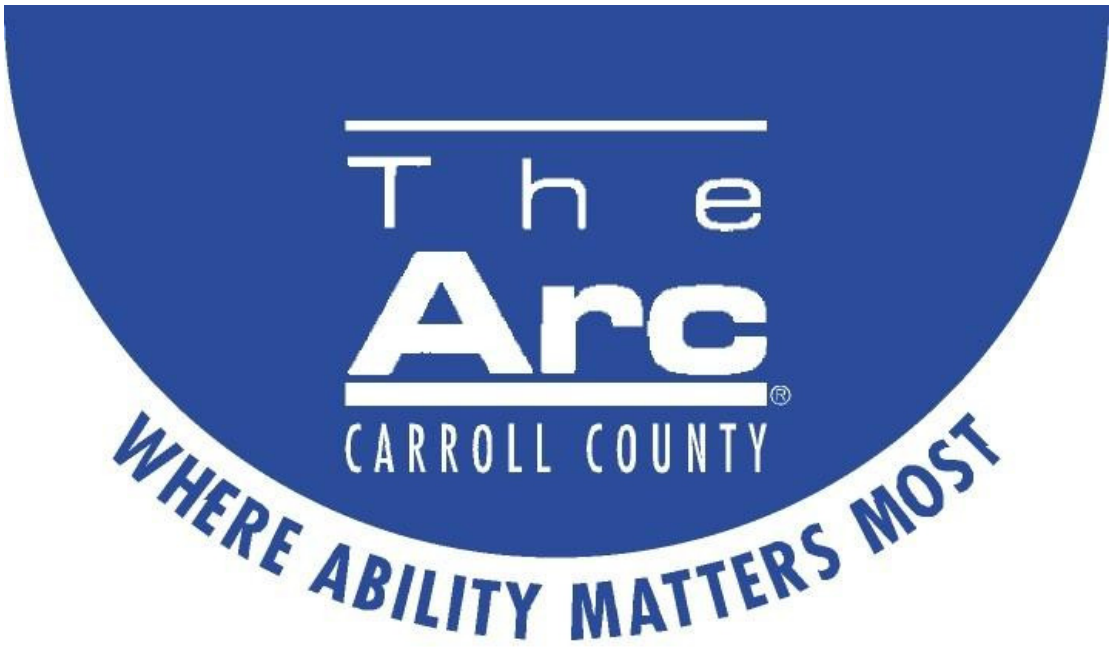

Emergency Preparedness Plan

Developed: **July 2006 by Mary Jo Walla, Stephanie Bell, and Amy Smerick**

Revised: **March 2008**
December 2009

Table of Contents

Vision Statement

We are a leading organization that champions for and supports people with developmental disabilities, while cultivating relationships that enrich our community.

Purpose Statement

To support people in their individual pursuit of a fulfilling life.

Core Values

Innovation – our founders pioneered the opportunities that exist today for people with developmental disabilities. We build on their courageous tradition of innovation and creativity in the design and delivery of our services

Integrity – we operate with integrity in all that we do – as a service provider, as an employer, and as members of our community

Respect – we treat everyone with respect. Dignity, choice, ability, privacy and opinion are fundamental principles of who we are

Quality – we embrace the highest standards in all that we do. Quality in service and character drives our actions and attitudes

Caring – we act with a genuine sense of caring. A sincere interest in and concern for the complete well-being of all people define our actions

Executive Summary

A disaster can strike quickly and without warning, and everyone involved will need to adapt to the conditions resulting from the emergency in order to keep those receiving services and all staff safe. This Emergency Preparedness Plan was developed to give all staff and individuals served of The Arc of Carroll County guidelines to follow in the event of an emergency or disaster. This plan follows the regulations set forth in Maryland State House Bill 770, and is designed to give information on defining emergencies and disasters, preparing for an emergency, a notification protocol, guidelines on sheltering in place, evacuation procedures, and protocols for specific emergencies and disasters. This plan is designed to be a supplement to the regulations and orders given by Carroll County or Maryland state emergency personnel, not a replacement. In all disasters, any order given by either entity supercedes the guidelines given in this plan.

It is necessary to become familiar with the following information before any type of natural or man-made disaster occurs. This plan contains the information required to take the necessary actions to maintain the health and personal safety of everyone affected.

Disasters: General Information

Definitions: Watches and Warnings

The National Weather Service gives information to the public regarding severe weather events, including thunderstorms, winter storms, hurricanes, flash floods, and tornadoes. It is important to know what the terms used in these broadcasts mean.

Watch: A watch means that severe weather is threatening and may occur in the area. In these instances, one should continue to monitor the radio or television for information and advice.

Warning: A warning means that the event is happening **now**; it is imminent or has been seen on weather radar. This is the time to **immediately** begin protective measures.

Some events happen very quickly, so warnings may not be issued or received in time. Always pay attention to the weather and take action if it appears severe weather may be moving into the area, even if no official warning is given on the radio or television.

Post Disaster: Environmental Changes

Disasters have many effects. Some are predictable and others are not. It is important to know what can happen and what the environment may be like after a disaster. Consider the following circumstances:

- In disasters that have high winds, a great deal of shaking may take place, which can break things and scatter debris. Hanging objects, such as plants, mirrors, and pictures, are likely to fall. Books may be flung from bookcases and the bookcases themselves may fall. In offices, file cabinets, computers, and other unsecured items may fall. Acoustical ceiling tiles and all of the dust behind them may drop. Large and heavy furniture (such as couches, chairs, beds, and dressers) may move back and block the pathway completely or in part.

- Floods and winter storms can cause sidewalks and roadways to crack or become impassable. Roads and sidewalks may be covered by mud, water, or debris, making it difficult to tell where they begin and end. There could be so much debris left on the streets that it would take weeks to clear away, leaving people stranded at home and keeping caregivers from reaching a residence. Road signs may be down. Traffic lights and walking signals used to cross the street may malfunction, or not work at all. This can disrupt cues used to cross the street. Travel time may be longer because of detours and added traffic. During a flood, the water may be moving very rapidly, which can make it impossible to leave an area.

- Familiar landmarks used as a guide may move or be destroyed, both indoors and out.

- Service animals (such as a guide dog or hearing dog) may be hurt or too frightened to work after a disaster.

- Homes may be destroyed, isolated, or have enough damage to make it unlivable for a long time.

- The usual ways of getting groceries, medications, and medical supplies may be disrupted. It may take several days before stores reopen, so it may be impossible to readily replace even basic items related to a disability, like hearing aid batteries or prescription medications.

- It may be difficult to reach or get help from police and fire departments, ambulance services, doctors, hospitals, pharmacies, veterinarians, markets, personal assistants and other home health providers.

- Utilities like electricity, water, gas, and phone service may be disrupted for a long time.

- It may be impossible to cook, cool or heat a home, make or receive phone calls (either by regular phone or with telephone relay systems), light a home, receive emergency information from the television or radio, use any equipment dependent on power (such as battery chargers, oxygen, suction devices, or home dialysis equipment), access cash through an automatic teller machine or the banks may be closed, or fill vehicles with gasoline since pumps may malfunction.

- Public transportation may not be working. Routes and schedules may be changed. Public and private wheelchair transport services or paratransits may not be operating.

- Noisy surroundings, like a shelter, may interfere with how well a hearing aid functions. Also, the vibratory cues a person with a hearing impairment rely on may be disturbed. A noisy environment can be very disorienting for people with visual impairments as well.

- Both staff and residents are used to being in a certain environment. However, a disaster can change the environment. Any previous medical conditions may become worse because of physical or emotional reactions to stress. For example, people who do not need the aid of devices on a daily basis may need a wheelchair after a disaster secondary to a stress reaction.

- After a disaster, people may need to ask for help to do things they normally could do independently. Understandably, this may make these people feel especially vulnerable.

Preparing for an Emergency

Planning for an emergency requires the consideration of all likely scenarios that could result when things that are relied on daily – such as electricity, water, heat, air conditioning, telephone service, and transportation – are disrupted or lost for a considerable amount of time. Because of this, each Arc operated ALU will have three days of supplies to last for all residents and staff that would be on duty at any given time.

The Emergency Preparedness Kit

Keep these items in one easy-to-carry plastic storage container located in a convenient place. Remember to change the stored water and rotate the food supplies every six months (write dates on the containers). Check the supplies and re-evaluate needs for each location annually.

Disaster Supplies Kit

Essentials

Battery operated radio and extra batteries

Flashlight and extra batteries (Do **not** include candles! Candles cause more fires after a disaster than anything else!)

Water: Store three gallons of water per person (one gallon for each day for each person, to have two quarts for drinking, two quarts for food preparation and sanitation).

Food: Store at least a three day supply of non-perishable food. Select foods that require no refrigeration, preparation, or cooking and little or no water. Ready to eat canned meats, canned fruits and vegetables, dried fruits, and nuts are excellent choices for the kit.

First Aid Kit

Assemble a first aid kit for the residence and one for the vehicle. A first aid kit should include the following:

Sterile, adhesive bandages in assorted sizes
Assorted sizes of safety pins
Cleansing agent/soap
Latex gloves (2 pairs)
Sunscreen
2-inch sterile gauze pads (4-6)
4-inch sterile gauze pads (4-6)
Triangular bandages (3)
2-inch sterile roller bandages (3 rolls)
3-inch sterile roller bandages (3 rolls)
Scissors

Adhesive tape
Tweezers
Needle
Moistened towelettes
Antiseptic
Rubbing alcohol
Thermometer
Tongue blades (2)
Tube of petroleum jelly or other lubricant

*Nonprescription Drugs**

Aspirin or nonaspirin pain reliever
Antidiarrheal medication
Antacid (for stomach upset)
Syrup of ipecac (use to induce vomiting if advised by the Poison Control Center)
Laxative
Activated charcoal (use if advised by the Poison Control Center)

Sanitation

Toilet paper, towelettes
Soap, liquid detergent
Feminine hygiene supplies
Personal hygiene supplies
Plastic garbage bags, ties (for personal sanitation uses)*
Plastic bucket with tight lid
Disinfectant*
Household chlorine bleach
Facial tissues

Clothing & Bedding

One complete change of clothing and footwear per person
Rain gear
Blankets or sleeping bags
Hat and gloves
Thermal underwear
Sunglasses

Tools & Supplies

Mess kits or paper cups; plates and plastic utensils
Cash
Nonelectric can opener, utility knife
Pliers, screwdriver, hammer, crowbar, assorted nails, wood screws

Shutoff wrench to turn off household gas and water
Duct tape
Compass
Matches in a waterproof container
Aluminum foil
Plastic storage containers
Signal flare
Paper, pencil*
Needles, thread
Medicine dropper
Adhesive labels
Heavy work gloves
Whistle*
Heavy cotton or hemp rope
Patch kit and can of seal-in-air
Disposable dust masks
Plastic sheeting
Map of the area (for locating shelters)
Emergency information*
Flashlights*

Entertainment

Games and books

Disability-Related Supplies and Special Equipment

Glasses*
Eating Utensils
Grooming and dressing devices
Writing devices
Hearing devices*
Oxygen
Suction equipment
Dialysis equipment
Sanitary supplies
Urinary supplies*
Ostomy supplies
Wheelchairs and repair kit
Walker
Crutches
Cane
Dentures
Any other adaptive equipment required for someone

* These supplies should also go into a portable disaster supplies kit.

Notification Protocol

In all programs, the regularly established notification procedures should be utilized for all emergencies occurring at an isolated location. For disasters covering an area larger than one site, the procedure in the Community Living department will be as follows: Upon disaster impact, the Coordinators, the Assistant Executive Director, and the Executive Director will begin communications. Once the administrative staff are fully briefed, they will contact each unit. Do NOT attempt to reach the administrative staff and block the phone lines. They will contact the residences. At that point, they will convey any information staff needs to know regarding sheltering in place or evacuation, and establish a communication procedure for the remainder of the disaster.

In the Employment Services department, in the event of a disaster, the administrative staff will contact each job coach in the field to convey information. Do NOT attempt to call the Arc's administrative building and block the phone lines.

In some situations, cell phones and local phone lines may not be functioning properly, which may keep the administrative staff from making contact. If you do not hear from the administrative staff within an hour, try sending them a text message from a cell phone. During Katrina, cell phone lines were down, but text messages still functioned as normal. If this does not work, call the long distance contact person. The long distance contact is currently Mary Jo Walla, Assistant Executive Director.

In these situations, the Residential Program Coordinator will be responsible for ensuring that families are notified. The Assistant Executive Director and/or the Assistant Director of Quality Assurance will communicate with DDA staff.

Important Phone Numbers:

Please refer to the *Community Living Emergency Coverage Numbers* posted in each residence for numbers of appropriate Community Living staff, including the long distance contact number. In addition to those, other appropriate administrative cell phone numbers include:

Don Rowe	410-259-5004
Cristin Cellitto	410-259-6187
Stephanie Bell	410-596-2475

Other Necessary Numbers

Carroll County 911 Non-emergency:	410-386-2260
Carroll County 24-Hour Emergency Information:	1-888-462-TIPS (8477)
Fire Marshall:	410-552-0154
Hampstead Police Department:	410-239-8954
Manchester Police Department:	410-239-6900
Sykesville Police Department:	410-795-0757
Taneytown Police Department:	410-751-1150
Westminster Police Department:	410-848-4646
Maryland State Police:	410-386-3000
Carroll County Bureau of Utilities:	410-386-2164
Carroll County Health Department:	410-857-5000; 410-876-2152
Poison Center:	1-800-492-2414
American Red Cross:	410-848-4334
Allegheny Power:	1-800-255-3443
Baltimore Gas and Electric:	1-877-778-2222; 410-685-0123
Northern Pharmacy	(866) 580-6775

Keeping Updated

Getting information during an emergency situation is vital, especially if evacuation may be required. Listen to local radio stations WTTR 1470AM, 100.7 WGRX FM, 97.9 WIYY FM, 1090 WBAL AM, a preprogrammed NWS weather radio, or television stations WMAR Channel 2, WBAL Channel 11, WJZ Channel 13, and WBFF Channel 45 to obtain information and instructions. Call 1-888-5 GET EOC (1-888-543-8362) to obtain emergency information on available county programs and services.

Sheltering In Place

In the majority of emergency situations in this area, the most common course of action is sheltering in place. When sheltering in place, each site is to be secured with all individuals served safely inside. The emergency supply kit should be used if necessary. In some situations, the emergency occurs without warning, and requires additional action in order to secure the site. In the event a chemical or other biohazard related disaster occurs in the immediate environment, please adhere to the following procedure:

- Close and lock all windows. Seal gaps under doorways, windows, exhaust fan grilles, stove and dryer vents, and air conditioning units with wet towels, duct tape, plastic sheeting, wax paper, or aluminum wrap as available.

- Close all fireplace dampers.

- Close as many doors as possible.

- Turn off all ventilation systems, including furnaces, air conditioners, vents, and fans.

- Close all drapes, curtains, and shades if local authorities warn of potential explosions. Stay away from windows to prevent injury.

- Remain in protected interior areas of the site and stay tuned to radio or television. County officials will send notification when it is safe to go outside.

- **NEVER** use gas ovens, stovetops, or grills to heat the home. They pose a serious threat of fire and creation of poisonous carbon monoxide. Kerosene heaters should always be used in a well-ventilated room, and never be refueled inside the home or in an attached garage. Keep heater 3 feet away from combustible items. When removing ashes from the fireplace, make sure that the ashes have been cooled, and are placed in a metal container away from the home. If the site has a generator, NEVER place it indoors to run. Position it outside the site.

- The Residential Advisor of each site along with the Residential Scheduling Coordinator will be responsible for staff scheduling during a situation of this type.

Turning off Utilities

If there is damage to the residence or instructions are given to turn off the utilities:

- Locate the electric, gas and water shut-off valves.
- Keep necessary tools near gas and water shut-off valves.
- Teach all staff how to turn off utilities.
- **If the gas is turned off, a professional must turn it back on. Do not attempt to do this.**

During a disaster, it is The Arc's preference to shelter in place if at all possible due to the special needs and medical issues with the residents. If there is mandatory evacuation given or the house is unsafe to remain, then proper evacuation procedures will be followed.

Evacuation

- If an evacuation is called for in any part of the county, specific information will be given through the Emergency Alert System, radio, television, and local officials. Government agencies and the Red Cross, among others, will provide emergency shelter if necessary. Listen to a battery-operated radio for official information and instructions.

- Shut off water, gas, and electricity if instructed to do so and if time permits.

- Wear clothing appropriate for existing and forecasted conditions and sturdy shoes.

- Take the disaster supplies kit. Ensure that the medical information with each person served is included with the supplies.

- Before leaving the residence, lock all doors and windows. If there is time, unplug appliances.

- Notify the appropriate administrative staff person of your planned destination. If cell phones and local lines are down, notify the out of area contact. All administrative staff will have a copy of a tracking spreadsheet. On this sheet, individual names, time of evacuation, and the name of the facility evacuating to will be tracked. It will be the administrative staff's responsibility to follow up as necessary with each evacuation.

- Always follow specific evacuation routes. DO NOT take short cuts because they may be blocked. Before returning to the residence, continue to listen to the radio for information and instructions. DO NOT return until officials say it is safe. DO NOT take any kind of flame into a damaged building. There may be leaking gas or other flammable materials present. If gas is smelled, DO NOT turn on lights because they can produce sparks that could ignite gas. Leave the house immediately and notify the gas company. Never turn the gas back on; call the gas company and have them turn it on.

- Notify the power company of downed power lines noticed during evacuation. Follow health department instructions on using food items after a disaster.

- Confirm upon arrival at an emergency shelter that it can meet special care needs.

- After the emergency has passed, call the appropriate contacts and give an update on everyone's condition.

- The Residential Advisor of each site along with the Residential Scheduling Coordinator will be responsible for staff scheduling during a situation of this type.

Public Emergency Shelters

When conditions warrant, the Carroll County Office of Public Safety may establish community-based shelters for local residents who may be required to evacuate their homes or work place. Normally, shelters are set up in locations where residents can seek refuge, as well as sleep and eat. The Carroll County District of the Central Maryland Chapter of the American Red Cross operates shelters with the assistance of the Carroll County Health Department, Carroll County Public Schools, and the Carroll County Department of Social Services. Information and locations of shelters are issued via radio and television, and by calling the county's 24-hour emergency information line at 1-888-5 GET EOC (1-888-543-8362).

Persons needing shelter are asked to bring a sleeping bag or bed roll, change of clothing, bathing and sanitary supplies, pre-filled prescriptions and other medical needs, denture and eye care supplies, and special dietary supplies or requirements. With the exception of guide dogs, pets are not permitted in shelters.

Evacuation Protocol: Community Living

In the event of a site evacuation, these steps will be followed:

1. Families of the resident will be contacted by designated staff and if their residences are in functional condition and routes are unblocked and safe, the residents should stay with their families if at all possible.

2. If there is any additional space in another functional ALU, displaced residents will be housed there until their residence is up and running again.

3. If there is not adequate space, hotel rooms will be secured if possible for the residents to stay.

4. If all other options fail, residents will go to an emergency shelter.

Evacuation Protocol: Albright Building

Evacuation maps are placed in each room of the building and indicate primary and secondary exit routes. To speed evacuation, be aware of where primary and secondary exits are located that correspond to those given on the map.

All individuals in the building will be alerted by the interior alarm bells or by the backup telephone paging system of the emergency and the need to evacuate.

The following general duties will be carried out by staff in the event of an evacuation:

1. Notify the Administration.

2. Direct individuals to the closest exit.

3. Transport and or provide assistance to individuals who by reasons of limited mobility or behavioral concerns are unable to evacuate quickly.

4. Check the restrooms and provide assistance to any individuals who are using these areas.

5. Assist individuals getting to and staying at the assembly area. The place of assembly is on the grass past the bus parking area on the Kriders Church Road side of the building. Individuals using wheelchairs will be positioned on the edge of the driveway as close as possible to the grass.

6. Job coaches are responsible for taking attendance upon arrival at the assembly point using the daily attendance record.

7. If the Albright Building is not in functional condition, individuals will be transported back home to their families or their residential sites. If it is not safe to transport individuals to their homes, then procedures 2-4 of the Community Living protocol will be followed.

Disaster Specific Guidelines

Floods

Floods are the most common and widespread of all natural hazards. Flooding causes billions of dollars in damage each year. It also causes the greatest number of deaths of any natural disaster. Be aware if the site is in a flood-prone area. See if check-valves have been installed in the sewer traps. These valves prevent floodwater from backing up in the sewer drains. Store materials like sandbags, plywood, and plastic sheeting to help protect the site from floodwaters.

Flash floods are quick-rising floods usually resulting from heavy rains over a short period of time, often only several hours or even less.

Coastal flooding occurs when strong onshore winds push water from an ocean, bay or inlet onto land. This can take the form of storm surges associated with tropical storms and hurricanes, or can be associated with non-tropical storms such as "nor'easters."

Response:

- As flood waters rise:

    1. Shut down utilities, turn off open flames, shut off main gas valve, and close all discharge valves on all tanks containing flammable liquids or dangerous chemicals.

    2. Seal openings (doors and windows) or other vulnerable areas (cracked foundation) by using sandbags.

    3. Secure all outdoor items, such as furniture, lumber, etc.

    4. Move valuables to upper levels.

    5. Move cars to higher ground.

    6. Check emergency supplies.

- Do not attempt to drive on flooded roads or through underpasses.

- Do not cross streams where water is above the knees.

- If a flash flood warning is given, move immediately to higher ground.

- Listen for evacuation announcements.

Recovery:

- Clear drains of debris.
- Be aware that there may be fires, flooding, or impairment to your site's fire protection system.
- Exercise caution around damaged or submerged power lines.
- Do not use food that has come into contact with floodwaters.
- Have all drinking water tested.
- Check for structural damage before re-entering any building.
- Let buildings air out for several minutes before re-entering and do not use matches or lanterns inside.
- Shovel out mud while it is still moist.

Hurricanes:

Hurricanes are storms with pronounced rotary circulation and winds that exceed 74 miles per hour. They are normally accompanied by torrential rains and flooding. They typically occur from mid-June through mid-November. If forecasters warn of any of the following, it is important to take the necessary precautions: hurricane alert (the hurricane conditions post a possible threat to the area over the next 72 hours), hurricane watch (the potential for hurricane conditions is good for the area over the next 36 hours), hurricane warning (the hurricane conditions are expected for the area within the next 24 hours. Begin precautionary action at once).

Readiness:

- Reinforce facilities to withstand wind and flooding.
- Avoid coastal areas during hurricane advisories.
- Secure outdoor objects such as furniture, garbage cans, or bicycles.

Response:

- Monitor storm activities by receiving updates from the National Weather Service.
- Take precautions and appropriate action as soon as a hurricane warning is announced.

- Follow state and community advisories regarding evacuation, however, do not attempt to travel during high winds and storm surges.

- Do not be fooled into thinking the hurricane has passed while the eye of the storm is in the area – leave the residence only after the "all clear" signal is broadcast over the radio or television.

Recovery:

- Be aware that there may be fires, flooding, or impairment to the site's fire protection system.

- Clear roof drains of debris to prevent water from pooling on the roof, which could lead to roof collapse.

- Avoid loose or dangling wires; report them to the power company.

- Report broken sewer or water mains to the water company.

- Protect against further damage by boarding broken windows, placing a tarp on a damaged roof, etc.

Tornadoes, Severe Windstorm, or Thunderstorm:

Tornadoes are violent storms with whirling winds that can reach up to 300 miles per hour. They appear as rotating funnel-shaped clouds that range from gray to black in color. The funnel extends toward the ground from the base of a thundercloud. Tornadoes can come one at a time, or in clusters, and they vary greatly in length, width, direction of travel, and speed. They can leave a path from 50 yards wide to over a mile wide. They may touch down for only seconds or remain in contact with the ground for over an hour.

Severe windstorms or thunderstorms, not accompanied by a tornado, can also cause severe damage or personal injury.

Readiness:

- Be informed of daily weather conditions and storm alerts.

- Designate a safe area at each site; usually the basement or lowest floor interior space is the safest. Stay away from windows or areas partitioned with glass.

Response:

- Go to the designated shelter area or take cover under solid furniture or mattresses.
- Avoid large, poorly supported roofs.
- Stay indoors.
- If driving in open country, drive at a right angle to the tornado's path when it is safe to do so.
- If walking in the open, lie flat in a ditch or ravine.
- Get away from any body of water.
- Evacuate the building and call the fire department immediately if any fires start. Only attempt to extinguish small fires.
- Give first aid and call emergency medical assistance immediately for anyone struck by lightning.

Recovery:

- Re-enter buildings with extreme caution.
- Be alert for fire hazards.
- Clean up fallen trees, branches, and debris.
- Report any downed electrical wires to emergency personnel.

Structural Fire

Check electrical wiring and appliances. Replace worn or frayed cords. Do not overload circuits with too many appliances. Do not string extension cords under rugs. Use irons, curling irons, and other heat appliances with caution.

Flammable liquids should be stored in approved containers. Never use flammable liquids indoors or near flames. They ignite readily from a spark. Dispose of rags soaked with flammable liquid in metal containers. Improper disposal could lead to fires.

Have fireplaces, furnaces, and stoves cleaned and inspected each year.

Do not put paper, magazines, or other flammable materials on radiators, near stoves, or fireplaces. Do not let light bulbs touch lampshades or other objects. Do not use grills indoors or an balconies.

In case of fire:

- Stay low. If in bed, roll out and crawl on the floor under the smoke.

- Crawl to the door, using the wall as a guide. Check the door for heat with the back of a hand before opening.

- If the door is cool to the touch, open slowly so that it can be shut quickly if flames or smoke are on the other side.

- If the door is hot or smoke is seeping underneath, do not open the door. Put a blanket, towel, robe, or heavy clothing in the crack.

- Using the wall as a guide, crawl to a window and open it. Take a sheet or large piece of cloth and wave it and shout for help if unable to climb out of the window to the ground to safety.

- Take short breaths to avoid breathing in fumes and smoke.

- Shout "fire" once outside the heavy smoke to signal to others. While still inside the house, signal to others in the home by pounding on walls or floors. Assist any individuals served with mobility issues keeping them from evacuating independently.

- Once out of the fire, do not go back in. Let the firefighters know if anyone is missing.

- Escape first. If firefighters are not at the scene, call or tell someone to call 911. Do not go back inside to make the call.

Smoke Alarms

Smoke alarms can warn that there is a fire. Maintain smoke alarms in proper working order. Check and replace batteries every six months (changing batteries during daylight savings time changes is an easy way to remember). Some units will beep when the batteries need to be replaced. Clean the alarm annually to keep out dust that can damage the unit. Test the alarm monthly by pushing the test button. The National Bureau of Standards test shows that alarms lose approximately half of their dependability in about 10 years. Because of this, it is recommended that the alarm be replaced every 10 years.

<u>Readiness:</u>

- Do not store combustible materials in closed areas or near a heat source.

- Plan alternate escape routes from every room of each site; conduct fire drills and be sure each participant knows each exit. Ensure evacuation plans are present and posted in a convenient location.

Response:

- Immediately report any fire after evacuating.
- Contain the fire if possible (i.e. close the doors).
- Stay low in a burning building, away from smoke and toxic fumes.
- Check doors before opening; do not open a door that feels hot.
- If clothing catches fire – stop, drop, and roll.

Forest Fire/Wildfire

Forest fires or wildfire often begin unnoticed and spread quickly, sometimes changing direction with the wind and igniting brush, trees, and homes. Weather conditions can directly contribute to the occurrence of wildfires through lightning strikes, or indirectly through an extended dry spell or drought that contributes to the availability of fuel.

Readiness:

- Learn how to recognize dangerous fire conditions.
- Keep chimneys clean and avoid open burning during dry weather.
- Plan several escape routes from forested areas.
- Clear an open space around your site.

Response:

- Leave immediately if officials are evacuating the area.
- If in the forest when a fire breaks out, note weather conditions and wind direction before planning appropriate escape routes.
- If caught in a fire, look for a body of water, rock outcropping, or cleared area to obtain shelter.
- Breathe through a wet cloth; try to breathe air close to the ground where it is cooler and contains more oxygen and less smoke.

- Do not try to outrun a fire that is burning uphill – travel at right angles to the fire if possible.

Recovery:

- Check carefully for hot spots upon re-entering burned forest area.
- Replant burned area quickly to reduce soil erosion.

Drought or Extreme Heat

Drought is caused by long periods of time with little or no rainfall. Extreme heat occurs when the temperature reaches excessively high levels or when the combination of heat and humidity causes the air to become oppressive. Drought or extreme heat can occur in any area of the country. Extreme heat is especially dangerous to medically fragile individuals, the very young, and the elderly. Pay particular attention to these individuals in times of extreme heat.

Readiness:

- Conserve water throughout the year.
- Acclimate to heat.
- Be able to recognize and treat heat impairment symptoms.

Response:

- Use water only for essential purposes
- Reuse water whenever possible.
- Avoid overexertion.
- Pace yourself while working and wear light-colored, loose-fitting clothing.
- Keep body fluid and salt level as close to normal as possible.
- Rest regularly.

Recovery:

- Put heat victim in the shade and give water to drink.
- Lower body temperature

- Get immediate medical attention to anyone who faints from heat exposure.

Heat Disorder Symptoms and Treatment

- Sunburn: Redness and pain. Severe cases may result in swelling of the skin, blisters, fever, and/or headaches. Use over the counter sunburn relief preparations for mild cases. If blisters appear, do not break. If the blisters do break, apply a dry, sterile dressing. For serious cases, consult a physician.

- Heat Cramps: Painful muscle spasms may occur in the legs and/or abdomen. Use firm pressure on cramping muscles, or gentle massage to relieve the spasms. Give sips of water to replace water lost through sweating. Discontinue water if nausea occurs.

- Heat Exhaustion: Heavy sweating, weakness, skin is cold, pale, and clammy. Pulse is weak and shallow. Normal temperature is possible. Fainting and vomiting may occur. Get victim out of the sun. Lay him/her down and loosen clothing. Apply wet, cool cloths.

- Heat Stroke: High body temperature (106 degrees Fahrenheit or higher). Skin is hot and dry. Pulse is rapid and strong. Possible unconsciousness. HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. Call 911 for emergency medical assistance. Get the victim to the hospital. Until help arrives, move victim to a cooler environment, reduce body temperature with cool, damp cloths or sponges, use fans or air conditioning, and do not give any fluids. Repeat cooling process if the victim's body temperature rises again.

Winter Storms/Cold Weather

Cold weather and associated winter storms are common throughout most of the United States. However, shifts in the jet stream can force extremely cold, arctic air into warmer regions. Winter storm precipitation can include snow, sleet, or freezing rain. A winter storm watch means adverse winter weather is possible in the watch area. A winter storm warning means adverse winter weather will occur in the watch area. Heavy snow is an accumulation of 6 inches or more in 12 hours, or 8 inches or more in 24 hours. A blizzard is sustained winds or frequent gusts up to 35mph or greater, considerable falling snow and/or blowing snow, reduced visibility to less than a quarter mile for three hours or more.

<u>Readiness:</u>

- Keep posted on weather conditions.

- Have heating systems inspected every fall.

- Provide adequate building heat during cold weather to prevent freeze up of sprinkler system and other interior water piping. Pay particular attention to the temperature of crawl spaces or other poorly heated areas through which piping may run.

- Install alternate heat sources.

- Keep an adequate supply of heating fuel on hand as well as a battery-powered radio, flashlight, and extra batteries.

- Know how to use emergency heating and lighting equipment to prevent fires or dangerous fumes.

Response:

- Determine if early closing or delayed opening of program sites is necessary.

- Avoid all unnecessary trips.

- Know when the body is tiring and prevent overexertion.

- If it is necessary to be outdoors, wear several layers of loose fitting clothing and keep mouth covered to protect lungs from cold air.

- If the vehicle breaks down during a winter storm, display a trouble signal.

- Do not leave the vehicle unless it is certain there is help available within one hundred yards. While in the vehicle awaiting assistance, run the engine to stay warm for about 10 minutes each hour – but remember to keep snow away from the exhaust pipe and keep a window open for ventilation. Also remember to vigorously move arms, legs, fingers, and toes from time to time to keep blood circulating.

Recovery:

- Clear snow from paths, sidewalks, driveways, exits, fire protection equipment, wheelchair ramps and utilities. In Carroll County, road crews concentrate on keeping snow emergency routes passable. These roads are cleared to bare pavement as soon as possible after a storm is over. A storm has ended when wind has diminished and temperatures start to rise above freezing. Plowing begins when snow becomes 1-3 inches deep and the temperatures indicate that there will be no melting. Even after plowing, snow that has been hard packed by traffic often remains on the street, and the plows are unable to remove it completely. In this type of situation, salt and other melting products are spread to provide adequate traction. Clearing driveways, entrances, and sidewalks is the responsibility of the property owner. Arc owned driveways will be cleared by the agency. The staff on duty are responsible for clearing all entrances into sites and sidewalks. DO NOT shovel snow into roadways. Trucks cannot plow through if vehicles

are parked in the street. When a storm is predicted, always park vehicles in the driveway if possible.

- Check roofs for damage from heavy snow and inspect roof drains to ensure there is no ice build up.

- Avoid overexertion while clearing snow.

- Check sprinkler systems and other pipes for evidence of freeze damage i.e. leaks or cracks.

Riot, Civil Disturbance, and Bomb Threats

Civil disturbance can range from mischievous pranks to mass armed aggression. Bomb threats, though they often turn out to be hoaxes, should always be taken seriously. If they are not, the results could be disastrous. Albright Building staff have been trained on procedures to handle disturbances on site. This information will not be published in order to protect the integrity of the procedures.

Readiness:

- Install and use effective locks on all doors and windows.

- Fire extinguishers should be placed at all sites and all staff should take the required Fire Safety course.

- Report, but not handle, suspicious packages, actions or conditions.

- Train telephone operators in how to handle calls from suspected bombers.

- Designate a safe place in each site for shelter in violent situations.

Response:

- When violence or looting is threatened or erupts, leave the area immediately.

- Do not move any unidentified package in a building where there is a bomb threat; evacuate building and report threat to authorities.

- After receiving a bomb threat; turn off all portable radios including two-way radios as the signals can potentially detonate the bomb. Use the public address system or other means of communication to alert staff, contingent upon the message relayed from the person making the threat. The staff person receiving the bomb threat is responsible for notifying the administration of the problem.

- Notify emergency services as needed for fire, ambulance, or police response.

Recovery:

- Obtain recovery information from the local emergency manager.

- Salvage undamaged goods and equipment and re-secure facility by boarding windows, changing locks, arranging for 24 hour guard service, etc.

Hazardous Materials and Radiation Release

A hazardous material is defined by law as, "any product that corrodes other materials, explodes, or is easily ignited, reacts strongly with water, is unstable when exposed to heat or shock, or is otherwise toxic to humans, animals, or the environment." Hazardous materials can include: explosives, flammable gases and liquids, poisons or poisonous gases, corrosives and caustics, nonflammable gases, oxidizers, water-reactive materials, and radioactive materials.

Hazardous materials commonly found in homes include bleach, oily rags, laundry detergent, diesel fuel, nail polish & removers, lighter fluid, propane tanks, oven cleaner, gasoline, hair spray, fertilizer, aerosol deodorants, ammonia, paint, varnish, thinners, aerosols, pesticides and herbicides, and perfume/cologne.

Readiness:

- Attend public information meetings to learn about the presence of dangerous chemicals and radioactivity, safety precautions, and mitigation measures being taken by the utility company, the local community, and the state.

- Know the locations of nuclear power plants, radioactive materials storage sites and radioactive waste dumps.

- Learn the major transportation routes through and around the community.

- Know the properties, hazards, and emergency procedures of any hazardous materials used within your own agency. Material Safety Data Sheets (MSDS) for all chemicals used in the Albright building are available in either the Executive Secretary or Vocational Services Manager's offices.

- Plan several evacuation routes and conduct periodic drills.

- Ask the local emergency manager about correct responses to hazardous materials spills or radiological accidents.

- Learn specific dangers of the hazardous materials and radiological materials kept in the community.

- Know what to do and whom to call if exposure to radioactive materials occurs.

- Keep an emergency supply of food, water, and medicines.

Response:

- If an accident occurs that endangers a facility, a local emergency official will send notification.

- Move far away from the scene of the accident and help keep others away. The staff person who notices the incident is responsible for clearing the area of all individuals served and of notifying the administration of the problem.

- Do not walk into or touch any spilled substances.

- Avoid inhaling gases, fumes, and smoke. Keep in mind that harmful gases may be colorless and odorless.

- Isolate clothing and shoes after exposure to a radioactive substance; shower for 15 minutes with soap & water and seek emergency medical assistance.

- Evacuate immediately or stay indoors, depending on instructions from local emergency officials.

- In the event of a hazardous material spill, instruct staff to turn off all air and heating vents. Close all doors and windows and seal gaps under doorways and windows with wet towels. See Appendix 2 for residence specific information.

Recovery:

- Do not clean up strange spills or substances without consulting a qualified radiation authority. Consult local newspapers, radio and television for clean up and recovery instructions.

- Follow local instructions concerning locally produced food and water supplies.

- Clean up any residue carefully; follow instructions from local media or chemical manufacturer on cleanup methods.

Resource Shortage

Resource shortages can include water, power, and food shortage.

Readiness:

- Use personal conservation measures.
- Reduce dependency on any single resource.
- Teach all staff and individuals served conservation measures.
- Keep a supply of emergency food, water, and medicines.
- Stock battery powered lamps and batteries.

Response:

- Consult local media for recommended conservation practices and sources of special assistance.
- Avoid opening a refrigerator during a power failure; food can be kept no longer than two days.
- Go to a local shelter if there is no heat; follow evacuation procedures if necessary.

Recovery:

- Take only what is needed as a resource becomes available; do not hoard supplies.
- Continue conservation practices.

What to do when electrical power is lost:

Disruption of power can occur as a result of many things, including lightening, high winds, ice and heavy snow, and equipment failure. Usually service is restored in a short period. However, major power outages can happen for extended periods of time. When power is lost:

Check to see if neighbors have power. It may only be a blown fuse or a tripped circuit. If the neighbors are also without service, call the local power company. If downed power lines are located, do not go near them or touch anything they may be in contact with.

Turn off major appliances. Leave two or three light switches on in the home and the front porch light. When major appliances (refrigerators, electric water heaters, air conditioners and pumps) are left on, they could overload electric lines when power is restored, causing a second outage.

Keep refrigerator and freezer doors closed. Food can be kept cold enough for a day or two if the doors are kept closed. During the winter, some items could be stored outside in a proper container. If temperatures are below freezing, it is possible to freeze water outside in containers and place them inside the refrigerator to help keep food cold. Try to consume perishable foods first. Some partially frozen foods can be refrozen as long as they contain ice crystals or are not warmer than 40 degrees Fahrenheit. Do not refreeze seafood, poultry, ice cream, cream sauces, or anything susceptible to spoilage. Remember, when in doubt, throw it out.

During times of prolonged outages, the power company may provide dry ice at a designated location; bring an ice cooler or suitable container to transport it back to the residence. As a rule of thumb, 25 pounds of dry ice will keep a 10 cubic foot freezer at the proper temperature (32 degrees Fahrenheit) for three to four days.

Flashlights or battery-operated lanterns should be used to illuminate the home. Candles and kerosene lanterns are not recommended for lighting because of the inherent fire safety hazards and fumes.

Portable emergency generators can be used to provide limited electrical power during an outage. Take care to ensure that they do not pose a threat. Never fuel or run a portable generator in the home or garage, as gas-powered generators pose a serious fire and carbon monoxide threat. Generators should be installed in compliance with the local utility's guidelines. Make sure the generator is equipped with a double-throw transfer switch that protects electrical equipment and prevents feedback on power lines. Always operate according to the manufacturer's instructions.

Water systems with electric pumps, such as wells or cisterns, will not operate when the power is out. Use alternate sources of water until power is restored.

Gas appliances may not work if the electricity is off because the equipment may require electricity for ignition or valve operation.

Water heaters that are drained to prevent damage from freezing must have their power circuit shut off as well. Failure to do so could result in the loss of the heating element when power is restored. NEVER turn on a water heater unless the tank is full.

Plumbing can freeze when power is lost during cold weather periods. Turn the pump off, drain supple lines at the lowest point in the house, water heaters, boilers and traps in drains of tubs, sinks, toilets, washing machines, and dish washers. To avoid major flooding when temperatures rise, turn off supply lines to outside spigots.

Life support equipment required for individuals who depend on these devices (respirators, ventilators, oxygen equipment, or other life-sustaining devices) should be listed with the power company, with the doctor's approval. There should be a contingency plan that always includes an alternate power source for the device and relocating the person.

Trees are a primary cause of power outages in Carroll County. Power companies have regularly scheduled programs for trimming trees. When planting and/or trimming trees on the property, always seek professional help in trimming limbs or branches that are close to power lines.

Keeping Warm. Select a single room in the home in which the entire group can live; ideally a room that gets sunlight during daylight hours. Use fireplaces and wood-burning stoves with care and always supervise them when burning. Make sure the fireplace is in proper working condition and has been inspected before use. Wear layers of clothing, including sweaters and coats, which entraps warm air and helps to maintain body heat for longer periods. For homes with natural gas heaters, keep meters and vents clear of ice and snow.

Terrorism

The events of 9/11 and the subsequent anthrax mailings led most Americans to realize that terrorism is a threat that has to be prepared for in this country. Terrorists could utilize several different types of weapons in an attempt to cause harm. Some examples include explosives, biological agents, chemicals, and radiation. Explosives have been used several times over the past several years: at the Murrah Federal Building in Oklahoma, both World Trade Center attacks, the Pentagon, and in Pennsylvania.

The following is an overview of other weapons that could be used: biological, chemical, and radiological.

Biological Threats

A biological threat is the release of germs or other biological substances that can make someone sick. Most agents must be inhaled, enter the body through a break in the skin, or be eaten in order to do this. Some biological agents, such as anthrax, are not contagious. Many others, like the smallpox virus, can result in diseases that are contagious.

The following is an overview of the agents most likely to be used in a bioterrorism attack.

- **Anthrax**: Anthrax can enter the human body by three different routes: by inhaling, touching, or eating the bacteria or an anthrax spore. If anthrax were intentionally released, inhalation would be the biggest risk. Symptoms associated with inhaled anthrax include fever, fatigue, and weakness, which could progress to respiratory distress. Anthrax is not contagious. Individuals exposed to the bacteria are treated with antibiotics.

- **Botulism:** Botulism is caused by the botulinum toxin, which is produced by bacteria called *Clostridium botulinum.* The toxin is one of the most poisonous substances known. It can enter into the body by eating contaminated food or by breathing air that contains it. About one day after the toxin has entered the body, symptoms such as progressive muscle paralysis that leads to respiratory distress require the individual to seek emergency medical care. Botulism is not contagious. Treatment for botulism includes

administration of the antitoxin, and/or supportive care to help the person breathe until it is no longer in the body. Supportive care could last for several months.

- **Plague:** Plague is caused by the bacterium, *Yersinia pestis.* In the event of an intentional release, the bacteria would be inhaled and the person would begin feeling sick in less than a week. The first symptoms of plague include fever, cough, and shortness of breath. If a person knows that he or she has been exposed to the plague bacteria and has begun to have symptoms, it is important to seek immediate medical attention. Plague is contagious, meaning the disease can be spread from person to person. Treatment for plague includes antibiotic therapy.

- **Smallpox:** Smallpox has not been seen in the United States since 1949, and the last case in the world occurred in 1978. One case of smallpox would be a worldwide emergency. Smallpox illness begins with fever, headache, extreme backache, and fatigue. The rash begins two to four days later, and the individual is contagious from the time the first bumps appear until the last scab falls off. The bumps are very painful, firm, and progress at the same rate until scabs have formed. In the event of a smallpox outbreak, the federal government has stated that there will be enough vaccine for all Americans.

- **Tularemia:** The bacterium that causes tularemia could be released into the air. Symptoms of tularemia include fever, fatigue, and weight loss and could progress to pneumonia. Tularemia is not contagious. Antibiotics are used to treat tularemia.

- **Viral Hemmorrhagic Fevers:** There are many viruses in this group that can cause illness. Some of the more well-known include Ebola, Marburg, Yellow Fever, and Dengue Fever. The viral particles could be released in the air then inhaled by individuals in the area. Signs and symptoms of viral hemmorhagic fevers include fever with flushing, bleeding, swelling, low blood pressure, and confusion. The extreme blood loss can be life threatening. Treatment includes fluid replacement, medications, and supportive care to provide comfort to the ill patient.

Chemical Threats

Chemical terrorism involves the deliberate or threatened release of agents in the form of poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or plants. They can either have an immediate effect (a few seconds to minutes) or a delayed effect (several hours to several days). In case of a chemical attack, authorities will advise you of the best course of action, whether it be evacuating the area immediately or sheltering in place.

If caught in an unprotected area:

- Attempt to get upwind of the contaminated area.

- Attempt to find shelter as quickly as possible.

- Listen to the radio for official instructions.

Immediate symptoms of chemical exposure may include runny nose and tearing eyes, blurred vision, drooling, cough, difficulty breathing, and nausea. If you are exposed to a chemical agent and immediate attention by professional medical personnel is not available, decontaminate yourself:

- Remove all clothing and other items in contact with the body. Avoid pulling contaminated clothing over face and eyes. Place clothing in a plastic bag.

- Decontaminate the body by using soap and water.

- Remove contact lenses. Eyeglasses should be removed and soaked in a bleach solution.

- Flush eyes with lots of water.

- Change into uncontaminated clothing. (Clothing in a closed closet or drawer is most likely not contaminated).

- When advised to do so, proceed to a medical facility for screening.

Radiation Threats

Radiation is a form of energy that is present everywhere. It can be man-made as in an x-ray, from the sun and outer space, and from radioactive materials like uranium found in soil. Radiation can affect the body in a number of ways, from mild effects of sunburn to serious effects of cancer and death. Many of the serious consequences of radiation contamination are not seen for many years after exposure. Radioactive materials could be released by a nuclear power plant accident, an atomic bomb explosion, an accidental release from medical or industrial devices, or an intentional release of radioactive materials. Terrorist use of a radiological dispersion device (RDD) is more likely to occur than a nuclear device. The RDD, or "dirty bomb", is a combination of explosives and radioactive materials. Radiation fallout cannot be seen, smelled, felt, or tasted. In the event of a release of radioactive materials, remember to listen to the radio for official instructions.

The three basic ways to reduce radiation exposure are through:

- Time: Decrease the amount of time spent near the source of radiation.

- Distance: Increase the distance from a radiation source.

- Shielding: Shielding is anything that creates a barrier between people and the radiation source. Depending on the type of radiation, it can be as thin as a window glass or as thick as several feet of concrete.

In addition, learning the community's warning system is key as well as being aware of what buildings in the community are designated as fallout shelters. A basement or any underground area is the best place to shelter.

Pandemic Flu

Influenza, often called the flu, is a respiratory disease caused by a virus. In the United States, the flu is an annual occurrence that begins in December and ends in March. This is called seasonal flu. Rarely, a new type of flu virus may appear that people have not been exposed to before, so they have no natural resistance to it. This could cause flu more serious than a seasonal or "typical" flu. This is called pandemic flu. Pandemic flu spreads easily from person to person around the world in a very short time and causes serious illness and death. Unlike the seasonal flu, pandemic flu infects large numbers of people of all ages, causing serious illness and deaths. Symptoms include:

- Diarrhea
- Extreme tiredness
- Headache
- Body ache
- Cough
- Sore Throat
- Fever and chills
- Runny or stuffy nose

Contact a health care provider if there are any questions about your specific symptoms. Make good hygiene a habit and take other actions to prevent the spread of germs, including:

- Washing hands with soap and water or cleaning them with a hand sanitizer.
- Covering mouth and nose with a tissue when coughing or sneezing, and cleaning hands afterwards. Use soap and water or a hand sanitizer.
- Staying home if sick. Get plenty of rest and drink a lot of fluids.
- Avoiding close contact with people who are sick.
- Keeping living and work areas clean.

During a flu pandemic, public health officials may impose community-level restrictions to prevent the flu virus from spreading. People may be asked to stay home for an extended period of time even though they are not sick. Schools, workplaces and places of worship may be closed temporarily and mass transportation such as subways, trains and air travel may be limited. Be

prepared to provide care for individuals served with the flu if the hospital cannot handle all additional patients.

Elopement

Elopement is when an individual served leaves an Arc site without notifying staff. In the event of elopement, the following guidelines should be used:

- If an individual attempts to elope and a staff member witnesses the act, the individual should be asked to sit back down.

- If the individual continues to elope and there are either more than one staff person present or a 1:1 ratio, one staff person should shadow the individual and gently prompt the individual to return every two minutes.

- If the individual continues to elope and there is only one staff person and multiple individuals, the staff person is to stay with the other individuals and contact the appropriate administrative staff that will implement the search procedures.

- For individuals discovered missing in the vocational program, staff should first check the sign in log to determine whether or not someone was picked up. If there is no entry, administrative staff should be notified to implement search procedures.

- Search procedures will be implemented for individuals eloping, or individuals who have been discovered missing. This procedure includes the following:

    1. For individuals discovered missing at the Albright building, an administrative staff will contact the person's residential staff/family to ensure they were not picked up and just not signed out.

    2. All staff not providing supervision to our persons served will be dispatched to search the surrounding area for the individual. If found, the individual should be prompted to return to the site. Otherwise, he or she should be shadowed by the locating staff person.

    3. If an individual is not found within 30 minutes of discovery, the police should be called.

Suicide or Attempted Suicide

If an individual threatens to commit suicide or makes an attempt, call 911 immediately. Arc staff are not trained to counsel anyone in this situation, and staff should not attempt to do so. If an individual attempts to end their own life, staff should utilize techniques learned in the Behavioral Principles and Strategies course to attempt to keep them from doing so, only if the staff person is not placed in imminent danger by doing so.

Some individuals have a documented history of threatening suicide for attention seeking means. For those individuals, please utilize the procedures developed by their planning team documented in their individual plans.

Drill Procedures

Drills testing the response to various emergencies will be tested each month at all Arc sites. These drills should rotate monthly and test fire emergencies, bomb threats, severe weather conditions, and natural emergencies. Individuals receiving services and all staff will receive training, preparation, and orientation the first time each type of test is conducted to minimize confusion or stress related behavior problems. Each month, each Arc operated ALU is required to submit an emergency drill report with the results of the drill performed.

Appendix 1 – Directions to Carroll Hospital Center from all Arc locations

Albright Building:

10 minutes

Head east on Kriders Church Road towards Littlestown Pike/MD-97.
Turn right at Littlestown Pike/MD-97.
Merge onto College View Blvd/MD-140 E via the ramp to Baltimore.
Continue to follow MD-140 E.
Turn right at N Ralph Street.
Turn left at E Main Street/MD-32.
Turn right at MD-32/Washington Road.
Make a slight right onto Gist Road.
Turn right at Memorial Avenue.

Baronet's:

8 minutes

Head northeast on Baronet's Court towards Baronet's Drive.
Turn right at Hahn Road.
Turn right at Woodward Road.
Turn right at Englar Road.
Turn left at Baltimore Blvd/MD-140 E.
Turn right at N Ralph Street.
Turn left at E Main Street/MD-32.
Turn right at MD-32/Washington Road.
Make a slight right onto Gist Road.
Turn right at Memorial Avenue.

Church Court A & B:

2 minutes

Head southwest on S Church Street towards S Center Street.
Turn left at S Center Street.
Turn left at Memorial Avenue.

Gist:

45 seconds

Head northeast on Gist Road towards Memorial Avenue.
Turn left at Memorial Avenue.

Greengate 1 & 2:

10 minutes

Head south on Greengate Court toward Stacy Lee Drive.
Turn left at Stacy Lee Drive.
Turn right at Royer Road.
Turn left at Uniontown Road.
Continue on W Main St/MD-32.
Turn right at S Center Street.
Continue on S Center Street.
Turn left at Memorial Avenue.

Kwanzan:

27 minutes

Head southeast on Kwanzan Street toward O'Brien Avenue.
Turn left at O'Brien Avenue.
Turn right at Kenan Street.
Turn right at Colbert Street.
Turn right at Bison Street.
Turn right at Morning Frost Street.
Turn left at Roth Avenue.
Turn left at E Baltimore St/MD-140
At the traffic circle, take the 3rd exit onto MD-140/Taneytown Pike.
Continue to follow MD-140.
Turn right at N Ralph Street.
Turn left at E Main Street/MD-32.
Turn right at MD-32/Washington Road.
Make a slight right onto Gist Road.
Turn right at Memorial Avenue.

Mayfield:

12 minutes

Head south on Mayfield Court towards Stacy Lee Drive.
Turn left at Stacy Lee Drive.
Turn right at Royer Road.
Turn left at Uniontown Road.
Continue on W Main St/MD-32.
Turn right at S Center Street.

Continue on S Center Street.
Turn left at Memorial Avenue.

Monocacy:

25 minutes

Head northeast on Monocacy Circle toward Divern Street.
Turn right at Divern Street.
Turn left at Roberts Mill Road.
Turn left at Roth Avenue.
Turn left at E Baltimore St/MD-140
At the traffic circle, take the 3rd exit onto MD-140/Taneytown Pike.
Continue to follow MD-140.
Turn right at N Ralph Street.
Turn left at E Main Street/MD-32.
Turn right at MD-32/Washington Road.
Make a slight right onto Gist Road.
Turn right at Memorial Avenue.

Morning Frost:

26 minutes

Head west on Morning Frost Street toward Bancroft Street.
Turn left at Roth Avenue.
Turn left at E Baltimore St/MD-140
At the traffic circle, take the 3rd exit onto MD-140/Taneytown Pike.
Continue to follow MD-140.
Turn right at N Ralph Street.
Turn left at E Main Street/MD-32.
Turn right at MD-32/Washington Road.
Make a slight right onto Gist Road.
Turn right at Memorial Avenue.

Palmsetta:

4 minutes

Head east on Palmsetta Court towards Tall Pines Drive.
Turn left at Tall Pines Drive.
Turn right at Hook Road.
Turn left at MD-32/Washington Road.
Turn left at Gist Road.
Turn right at Memorial Avenue.