

# Town of Lebanon

## Office of Emergency Management

Lebanon Town Hall, 579 Exeter Road, Lebanon, CT 06249-1506

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Email: [bclennox@sbcglobal.net](mailto:bclennox@sbcglobal.net)

Website: [www.lebanontownhall.org](http://www.lebanontownhall.org)

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October 29, 2012

Dear Lebanon Resident:

In an effort to properly prepare Lebanon residents for various emergency situations, the enclosed emergency preparedness information is being provided so you will have the guidance you need to protect yourself and your family prior to, during and following any emergency situation. For the past several years, the town's Local Emergency Planning Team has been trained in emergency response during such natural disasters as hurricanes, ice storms and blizzards. We are ready and able to assist our community but can only be successful with your understanding and cooperation.

The enclosed magnet should be affixed to your refrigerator or in some other visible location near your telephone should you seek shelter or other emergency preparedness information. Please make sure that all members of your household are aware of this number for future reference.

**REMEMBER:** For fire and medical emergencies you **STILL DIAL 911**.

Please read the enclosed information carefully and share with other members of your household.

**SPECIAL MEDICAL OR PHYSICAL NEEDS FORM:** If you, or any member of your household has any special medical or physical need (see form), please complete this form and return to the address shown. The town will maintain this information confidentially. It is essential that we know of these special needs so that during an emergency situation, we can be prepared to best respond to your needs. In the event of individuals living alone with special needs, having this information available to us will allow your community to check on you during extended power outages or weather-related disasters.

**911 EMERGENCY NOTIFICATION:** The Town participates in a town-wide notification system called Everbridge Notification. In the event of an emergency, residents who have provided their home, work or cell phone numbers to Everbridge, will received automatic phone notifications with such information as shelters open, roads closed, etc. In order to receive this notification, **YOU MUST** follow the instructions on the enclosed literature. We urge all residents to provide a contact phone number to Everbridge so we may keep you informed prior to and during an emergency.

Please help us help **YOU**. Read the enclosed information carefully, share with all household members and return the special needs form to the address shown ASAP. **If you wish to receive this material in large print, please contact 860 642-6100.**

This letter and all enclosed information is available at the town website <http://www.lebanontownhall.org/>. Should you have any questions related to Lebanon's Emergency Operations Plan, please do not hesitate to contact the email or telephone number shown above.

Byron Lennox  
Emergency Management Director

Joyce Okonuk  
First Selectman