



EMERGENCY PREPAREDNESS GUIDE

IMPORTANT INFORMATION FOR YOU AND YOUR FAMILY



PREPARING YOURSELF AND YOUR FAMILY

These sections will provide additional guidance and detail regarding key preparedness measures your family can take.

Your County Emergency Operations Plan (EOP) has special provisions that address the well-being and safety of its residence. However, during major disasters, resources and aid are oftentimes limited and take time to arrive at their designated locations. The general rule of thumb is to be prepared for 72 hours, which is the time frame it may take for emergency responders, police, neighbors or family to reach you during a disaster. To ensure your family is ready, be proactive and start preparing now!

EMERGENCY WATER

Water is one of the most important survival necessities after a major disaster. A person can survive weeks without food, but only a few days without water.

Amount

Store one gallon of water per person per day. It is a good idea to store enough for seven days. However, it is essential that you prepare for at least three days. In most circumstances, if your water supply runs low, never ration water. Drink the amount you need today and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

Storage

Water should be stored in sturdy plastic containers, preferably opaque. Avoid containers that will decompose or will break easily (glass bottles). Chlorine bleach bottles work well. Plastic juice and milk containers are less desirable because the plastic becomes brittle over time and can crack, causing a leak. You can also use food grade plastic buckets or drums. Be sure the container is thoroughly washed before using and never use a container that stored toxic substances.

Store the water away from flammable, hazardous and toxic substances. These substances often will penetrate plastic and contaminate the water. The water should be stored in a safe and easily accessible location. Cool, dry and dark locations (closet, garage, under a bed, behind a couch) are best.

Alternative Sources of Water in Your Home

In the event you cannot use your stored supply of water, you can use the water in your hot water heater, in your home's water pipes and in melted ice cubes. Use water from the toilet tank (not the bowl) only after you have exhausted all other sources. Remember to purify the water. Avoid using the toilet tank water if a chemical additive was placed in the toilet tank.

If the water heater hasn't fallen over, you can use the water. Be sure the gas or electricity is off and then open the drain valve at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet in the home.

Caution: Do not turn on the gas or electricity when the tank is empty. Heating an empty water heater cannot only damage the water heater but can also start a fire.

To use the water remaining in your home's water pipes, start by turning off the water at the main valve. Then, let air into the plumbing by turning on the highest faucet in the house and drain the water from the lowest faucet.

Emergency Outdoor Water Sources

If you need to seek water outside your home, you can use these sources after purifying it:

- ✓ Rainwater
- ✓ Streams, rivers and other moving bodies of water
- ✓ Ponds, lakes, and natural springs
- ✓ Avoid water with floating material, an odor, or dark color.

Purification

Since contaminated water can contain microorganisms that cause diseases, water should be purified before using it. There are several ways to purify water. Before purifying, strain any sediment through layers of paper towels or clean cloths. The easiest purification methods are boiling and chlorination.

Boiling is the safest method of purifying water. To do this:

1. Bring the water to a rolling boil for 10 minutes.
2. Let the water cool before drinking.
3. If the water tastes flat, put oxygen back into it by pouring the water back and forth between two containers.

Chlorination uses liquid chlorine bleach to kill the microorganisms.

- ✓ Use liquid bleach that contains 5.25 percent sodium hypochlorite and no soap. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the **only** active ingredient, are not recommended and should not be used.
- ✓ Use the chart outline for the proper dosage amount.

Water Amount	If water is cloudy	If water is clear
1 quart	4 drops	2 drops
1 gallon	16 drops	8 drops
5 gallons	1 tsp.	½ tsp.

- Stir the water and let it stand for 30 minutes. If the water does not taste and smell of chlorine at this point, add another dose and let stand another 15 minutes.

- ❑ Use a medicine dropper or if one is not available, use a spoon and a thin strip of paper or cloth (approximately ¼ inch by 2 inches). Put the strip in the spoon with an end hanging down about ½ inch below the scoop of the spoon. Place bleach in the spoon and carefully tip it. The drops will drip off the end of the strip.

EMERGENCY FOOD

A disaster can dramatically disrupt the food supply at any time, so plan to maintain at least a three to five day supply of food above your normal requirements. You may have plenty of food on hand right now, but check your supplies to make sure.

When storing food it is not necessary to buy dehydrated or other types of emergency food. Canned foods, dry mixes and other food you already have on hand are good for a number of reasons: they do not require cooking or water for preparation; they can be kept with your regular supply; and, with proper storage, most canned and dry food will remain fresh for about two years.

Remember to put a date on each package and canned good so you will know when to rotate them into your normal food supply. This should be done once or twice a year.

Choose foods that:

- ✓ Your family will enjoy, especially the kids. It is best to serve familiar foods in stressful times.
- ✓ Require little or no cooking or refrigeration, in case utilities are disrupted.
- ✓ Come in cans or package sizes that contain portions small enough for one meal so the food will not be wasted.
- ✓ Will have a long storage life.
- ✓ Need little or no water for preparation in case water services are disrupted.
- ✓ Will not increase thirst. Avoid foods with a high salt content.
- ✓ Will meet the needs of family members who are on special diets.

How to Store Emergency Food

- ✓ How long food lasts depends on how it is stored. The ideal location is a cool dry, dark place.
- ✓ The best temperature is 40 to 60 degrees Fahrenheit. High temperatures contribute to the rapid spoiling of most types of food.
- ✓ Keep food away from petroleum products, such as gasoline and oil. Some food products absorb their smell.
- ✓ Protect food from rodents and insects. Items stored in boxes or in paper cartons will keep longer if they are heavily wrapped or stored in metal containers.

How to use emergency food

- ✓ Use perishable food in your refrigerator or freezer before using food in your emergency kit. Be sure any food you eat that has been stored for long periods of time is safe to eat. Discard cans that bulge at the top or bottom or are leaking.
- ✓ Do not eat or drink anything from open containers located near shattered glass.
- ✓ Remember to include food for your pets.

Maintain a three to five day supply of the following food groups for each family member.

TEMPLATE: INDIVIDUAL/FAMILY PREPAREDNESS PLAN

- Canned stew, spaghetti, corned beef hash, soup, beans, tuna, sardines, meats, fruits and vegetables.
- Drinks such as canned juices, soda, coffee, tea, bouillon and cocoa.
- Crackers and spreads for crackers such as peanut butter, canned meat and cheese.
- Salt, pepper, catsup and mustard.
- Hard candies, raisins, canned nuts, instant puddings, dried fruit, seeds, granola bars, etc.
- Dried and/or evaporated milk.
- Ready to eat cereals.
- Oatmeal cookies or crackers.

EMERGENCY SUPPLIES

Using the following checklist as a guide, assemble emergency supplies for your family. As your family's needs change, so should your emergency supply kit. Once a year, check your supplies. Replace the batteries, test the cooking and lighting equipment, update the clothes, etc.

Cooking

- Aluminum foil
- Barbecues, camp stoves, hibachis, sterno stoves, etc.
- Fuel for your cooking equipment (propane, charcoal, kerosene, butane, white gas)
- Manual can opener and bottle opener
- Matches (use waterproof matches or store regular matches in a waterproof container. Waterproof matches are available at camping and sporting goods stores)
- Paper plates and cups
- Paper towels
- Plastic eating utensils
- Storage containers with sealable lids
- Utility knife

Lighting

- Flashlights (include extra batteries and bulbs)
- Lightsticks. These chemical safety lights are easy to use and do not require batteries or an ignition source to operate. They provide light for a short period of time and can be used only once. They are small, easy to store and come in various colors (yellow, red, green, orange, etc.) They have a shelf life of about 3 years. The low intensity lightsticks provide light for 8 hours. The high intensity lightsticks give light for only 30 minutes; however they are 3-4 times brighter than the low intensity lightsticks. Since they are non-toxic, spark proof, wind proof, waterproof and non-corrosive, they can be used in situations where there may be a gasoline, natural gas or toxic chemical spill. Lightsticks are available at many sporting goods stores.
- Lanterns (include extra fuel and supplies)
- Candles

Cooking Note

It is important to always use your cooking equipment outdoors in an area that is well ventilated since fumes consume oxygen.

Lighting Note

Always check for gas leaks before using matches, lanterns or candles. Do not use them if there is a leak. Once you have determined that gas is not leaking, use them only in a well-ventilated area since they consume oxygen.

TEMPLATE: INDIVIDUAL/FAMILY PREPAREDNESS PLAN

Tools and Clean-Up

- Ax
- Fire Extinguisher
- Plastic bags and sheeting
- Screwdriver
- Wire cutters
- Broom
- Hammer
- Plywood
- Shovel
- Work gloves for all family members
- Dust masks
- Nails and screws
- Rope
- Tape (duct, etc.)

Shelter

- Blankets
- Sleeping Bags
- Tarp
- Tent

Sanitation

- Personal hygiene supplies – adapt these to meet your family’s needs: comb, shampoo, diapers, deodorant, soap, diaper wipes, pre-moistened towelettes, toothbrush, toothpaste, baby powder, sanitary napkins, etc.
- Powdered chlorinated lime or agricultural lime (Agricultural lime is available at garden supply stores)
- Watertight container with a tight fitting lid (pail, bucket, garbage can, etc.)
- Disinfectant
- Household chlorine bleach
- Plastic garbage bags
- Sealable plastic bags (zip-lock type)
- Toilet paper
- Twist ties or rubber bands

Portable camp toilets, porta-potties or recreational vehicle toilets can be used for toilets. If these are not available, make an emergency toilet from a watertight container. Line the container with two heavy-duty plastic garbage bags. Add disinfectant, household chlorine bleach or powdered chlorinated lime to deodorize and disinfect. Do not urinate into the plastic bags as urine weakens the plastic. Use a separate water tight container for urination.

In an emergency, human waste can be buried. Dig a hole two to three feet deep and deposit the waste. Add a thin layer of disinfectant and soil each time it is used.

Personal Items

- Books, games, and toys
- Contact lens cases and solutions
- Denture supplies
- Eyeglasses – store an extra pair
- Money – cash and coins
- Paper and pencil
- Medication – prescription and non-prescription (aspirin, allergy, etc.)

Clothing

- Rain gear
- Thermal underwear
- Sturdy shoes – keep a pair near the bed to protect your feet from broken glass, nails, etc.
- One complete change of clothing for each family member. Do not forget extra socks and shoes.

FIRST AID SUPPLIES

- ✓ Assemble a first aid kit. The items suggested below are only examples and should be tailored to meet your family's needs.
- ✓ Keep your first aid kit current. Some items have expiration dates. Use it regularly so you are familiar with what is in it.
- ✓ Your supplies will be easy to carry and protected from water if you store them in a small tool or fishing tackle box. A backpack is convenient; however, it is not waterproof.

When buying medical supplies, remember to check the expiration dates. Buy only fresh supplies for the longest shelf life. Medical information and prescriptions can be stored in the refrigerator. This provides excellent protection from fires.

Medications

- | | |
|---|---|
| <input type="checkbox"/> Antacids | <input type="checkbox"/> Vitamin supplements |
| <input type="checkbox"/> Antibiotic ointment for dressing wounds | <input type="checkbox"/> Hydrogen peroxide to wash and disinfect wounds |
| <input type="checkbox"/> Antiseptic solution | <input type="checkbox"/> Individually wrapped alcohol swabs (available at drugstores) |
| <input type="checkbox"/> Aspirin (to reduce swelling) and non-aspirin tablets | <input type="checkbox"/> Prescriptions from doctor for any long-term medications (keep these current) |
| <input type="checkbox"/> Diarrhea medicine | |
| <input type="checkbox"/> Eye drops | |
| <input type="checkbox"/> Laxatives | |

Bandage Dressings

- Ace bandages
- Adhesive tape roll – ½” or 1” wide
- Bandages
- Bandage, sterile roll – 2” or 4” wide
- Butterfly bandages
- Clean sheets torn into strips
- Cotton balls and cotton swabs
- Plastic strip bandages – assorted sizes
- Rolled gauze – 1”, 2”, and 3”
- Triangular bandages (three each 36” x 36” x 50”)

Additional Supplies

- | | |
|--|---|
| <input type="checkbox"/> Ammonia inhalant | <input type="checkbox"/> Sanitary napkins |
| <input type="checkbox"/> Bar soap | <input type="checkbox"/> Skin lotion |
| <input type="checkbox"/> Instant heat packs | <input type="checkbox"/> Sunscreen lotion |
| <input type="checkbox"/> Latex gloves | <input type="checkbox"/> Tissues |
| <input type="checkbox"/> Metallic space blankets | <input type="checkbox"/> Waterproof matches |
| <input type="checkbox"/> Paint brush (natural bristle for removing glass pieces) | <input type="checkbox"/> Anti-bacterial soap |
| <input type="checkbox"/> Plastic bags | <input type="checkbox"/> First aid book |
| <input type="checkbox"/> Pocket knife | <input type="checkbox"/> Instant cold packs for sprains and burns |
| <input type="checkbox"/> Safety pins | <input type="checkbox"/> Medicine dropper |
| | <input type="checkbox"/> Needle and thread |

- | | |
|---|--|
| <input type="checkbox"/> Paper cups | <input type="checkbox"/> Splinting materials |
| <input type="checkbox"/> Plastic spoons | <input type="checkbox"/> Thermometer |
| <input type="checkbox"/> Pre-moistened towelettes | <input type="checkbox"/> Tweezers |
| <input type="checkbox"/> Saline solution | <input type="checkbox"/> Writing materials – pen, pencil and paper |
| <input type="checkbox"/> Scissors | |

Creative First Aid Supplies

If your first aid supplies are destroyed or become inaccessible after a disaster, you can use some common household items you may already have available. Bandages, dressings, splints and stretchers can be made from everyday items.

PORTABLE DISASTER SUPPLY KITS

Many of us spend several hours in our vehicles commuting, running errands, etc. In addition, we also spend several hours at work. A disaster can occur at any time, including while you are in your vehicle or at work. Depending upon the situation, you may need to stay in your vehicle or at work for several hours.

Vehicle Disaster Supply Kit

Assemble a disaster kit for your car using the following items, adding those personal items as necessary. Storing these supplies in a small backpack will make them convenient to carry if you have to walk home.

- | | |
|---|---|
| <input type="checkbox"/> Battery operated radio | <input type="checkbox"/> Money (cash and coins) |
| <input type="checkbox"/> Blanket | <input type="checkbox"/> Personal hygiene needs |
| <input type="checkbox"/> Bottled water | <input type="checkbox"/> Tools – screwdriver and pliers |
| <input type="checkbox"/> Comfortable clothes and shoes | <input type="checkbox"/> Snack-type, nutritious foods – dried fruits, nuts, granola bars, crackers, seeds |
| <input type="checkbox"/> Fire extinguisher: A:B:C type | <input type="checkbox"/> Toilet tissue, newspapers and zip-type plastic bags |
| <input type="checkbox"/> First aid kit (include personal meds.) | <input type="checkbox"/> Your disaster plan or what other family members are doing and where they may be contacted. |
| <input type="checkbox"/> First aid book | |
| <input type="checkbox"/> Flares | |
| <input type="checkbox"/> Flashlight and batteries | |
| <input type="checkbox"/> A book to read | |
| <input type="checkbox"/> Heavy work gloves | |
| <input type="checkbox"/> Local maps & compass | |

Work Disaster Supply Kit

Assemble a work disaster kit with some or all of the following:

- | | |
|---|--|
| <input type="checkbox"/> Battery-operated radio | <input type="checkbox"/> Essential medication |
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Comfortable clothes and shoes |
| <input type="checkbox"/> Flashlight and extra batteries | <input type="checkbox"/> Toilet tissue and zip-type bags |
| <input type="checkbox"/> Snack-type nutritious foods | <input type="checkbox"/> Bottled water |
| <input type="checkbox"/> Blankets | <input type="checkbox"/> Heavy work gloves |
| <input type="checkbox"/> First aid book | |

STORAGE OF EMERGENCY SUPPLIES

Decide where and how to store your emergency water, food, and supplies. This decision is just as important as deciding to gather the supplies.

- Store your supplies in a sturdy container. Your emergency supplies can be stored in a large, covered trash container. They can also be placed in a backpack, duffel bag or a box; however, these containers are not as sturdy and do not offer the same protection as a covered trash container. To protect items from moisture, place them in airtight plastic bags before putting them in the container.
- Store your supplies in a safe, accessible location. Your supplies will do you little good if you cannot get to them or they are destroyed or damaged during the disaster. To prevent all of your supplies from being damaged or destroyed, consider storing them in different locations.

Storage locations should be cool, dry and dark. Some possible sites are:

- On a closet floor
- Behind a large piece of furniture (i.e., couch)
- Under a sturdy table on a pallet in the garage
- Under a bed
- In a tool or garden shed

Avoid storing supplies in direct sunlight, near hazardous chemicals (gasoline, pesticides, etc.) or in a location where heavy items could fall on top of them.

IMPORTANT FAMILY INFORMATION AND DOCUMENTS

Earthquakes, fires, storms and other disasters can destroy important documents. After a disaster, you may need financial assistance and will want to document any property loss for insurance and income tax purposes. Having ready access to the documents necessary for completing application forms, as well as those which could be difficult to replace, will eliminate undue delay and frustration.

Identify your vital documents now, before a disaster occurs. Store your important documents in a safe location, preferable in a water/fire-resistant container, or safety deposit box.

They can also be stored in watertight, sealable plastic bags inside the refrigerator or freezer. It is a good idea to have two sets of your important documents stored in different places so that if one set is damaged, you will have a backup.

Home Inventory

- One of the most important documents you should keep is an inventory list of your household items. The inventory should include: the item, description of the item, serial numbers (if applicable), purchase date, purchase price (or best estimate) and the item's location in your home.

It is also a good idea to supplement the written inventory with photographs and/or video tapes of your household contents. List the items room by room. This will make it easier to add new items later on and will help to avoid duplication. This list should be updated at least once a year.

- When you have completed the inventory, make a copy and send it to your insurance agent. Keep your copy in a safe location away from the home. You can store it in a safety deposit box or give it to a trusted friend or relative.

PROTECTING YOUR FAMILY & HOME

Taking steps to make your home safe is one of the most important tasks your family should complete prior to a disaster. There are many hazards in our homes that could cause you harm during a disaster. Death, injuries and damage are often caused by falling debris, collapsing structures, fires, spilled hazardous chemicals, etc. Eliminating these hazards offers better protection for your family and home.

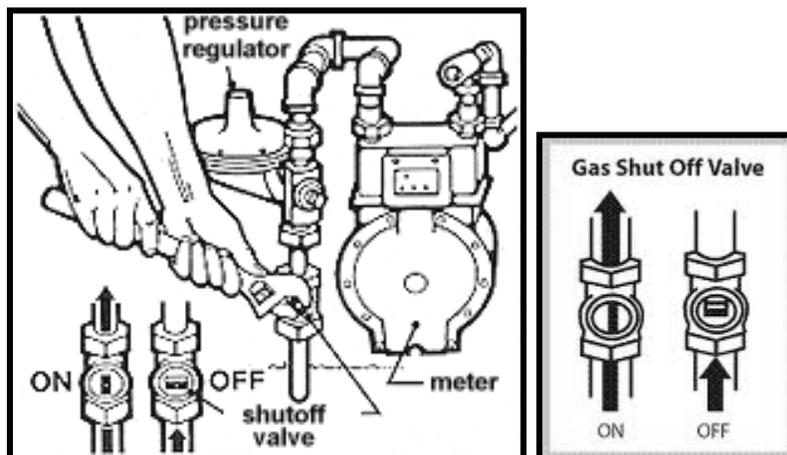
THINGS TO DO:

- Identify, secure and correct any potential hazards in your home.
- Examine the structural safety of your home.
- Locate your utility shut-off valves.
- Store hazardous household products in a safe location.
- Install smoke detectors and learn how to use a fire extinguisher.

UTILITY SHUT-OFF

- With your family, locate your gas, water and electric utility shut-off valves.
- Learn how and when to turn off the utilities.
- Teach all family members how and when to turn off all utilities.

Gas



- ✓ Attach an adjustable wrench to the gas meter. You will not want to take time to find one after a disaster. You may use a pipe wrench, crescent wrench or a slotted wrench designed specifically for turning off the utilities.

TEMPLATE: INDIVIDUAL/FAMILY PREPAREDNESS PLAN

- ✓ Consider marking the shut-off valve with reflective tape to identify it in the dark.
- ✓ The main shut-off valve is located on the inlet pipe next to your gas meter.
- ✓ Using a wrench, turn the valve one quarter turn in either direction so that it is perpendicular to the pipe. After a major disaster, shut off the gas immediately **ONLY IF** you smell a strong odor of gas, you hear gas escaping from a broken or disconnected pipe or if you notice a large consumption of gas registering on the gas meter. (If the dials on the gas meter are spinning around rapidly, there is probably a leak.)
- ✓ If leaking gas starts to burn, do not attempt to put the flame out. If possible, move other flammable material away from the fire. If it is safe to do so, turn off the gas.
- ✓ Do not use matches, lighters, open flame appliances or operate electrical switches until you are sure there is no gas present. Sparks from electrical switches could ignite leaking gas fumes and cause an explosion.

CAUTION – *Once the gas is shut off at the meter, do not try to turn it back on, call the gas/electric company or a qualified professional to restore gas service.*

Electricity

- ✓ After a major disaster, check for damage to the wiring and shut off the electricity if you suspect a problem. Sparks from electrical switches could ignite leaking gas and cause an explosion.
- ✓ Know where your home's main electric switch is. It may be a pull handle or it may be very large circuit breakers inside the panel box. These allow you to turn off the electric supply to your entire home quickly in case of an emergency.
- ✓ Know where your fuse box or circuit-breaker box is located.
 - Know the correct sizes of any fuses needed in your home and keep spares on hand.
 - Blown fuses must be replaced, not repaired.
 - Do not replace a fuse with one of higher amperage.
 - If a fuse blows, disconnect or turn off the appliance(s) that may have caused the problem.
 - Shut off the main electric switch before replacing a fuse.
- ✓ Know how to reset a circuit breaker. After turning off or unplugging appliances on the circuit, push the switch firmly to the off position, then back on. If the overload is cleared, the electricity will come back on. If your circuit breakers trip off repeatedly, there could be a problem with the appliance(s) on that circuit. If the appliances are unplugged but the circuit breaker trips off again, call an electrician.

Water

- ✓ Label the water main for quick identification. Consider using reflective tape to mark the shut-off valve to identify it in the dark.
- ✓ After a major disaster, check for water leaks. Shut off the water **ONLY IF** you experience problems such as, low water pressure or lack of water when you turn the faucet on.

HAZARDOUS HOUSEHOLD PRODUCTS

Many household products contain chemicals that are poisonous, corrosive, flammable and/or chemically reactive. These products can topple over and spill during a disaster, causing a chemical spill inside the home. Garages, kitchens and bathrooms are common locations for hazardous household chemical spills.

TEMPLATE: INDIVIDUAL/FAMILY PREPAREDNESS PLAN

Hazardous household products include:

- ✓ Automotive fluids, household cleaners, disinfectants, polishes, bleach, liquid detergents, photographic chemicals, pesticides/herbicides, fertilizers, pet care products, paint products and pool chemicals.

Storage of hazardous products

- Store hazardous household products on the floor, on a low shelf, or in a locked cabinet that is securely fastened to the wall. If the item is placed on a shelf, install a guardrail to prevent the bottle or container from slipping off the shelf and breaking or spilling onto the floor.
- Store all hazardous household products in a secure place away from children, pets, flammable materials, sources of sparks or flames and your stored drinking water. The storage area should be safe and well ventilated. Store products in their original containers with caps that can be tightly sealed. If it becomes necessary to store a product in a different container, always clearly label the container with the product name and proper instructions. Store liquid and dry chemicals separately.
- Do not store flammable liquids in glass containers and avoid storing flammable materials such as fuels. If you store gasoline for lawn mowers, etc., store the gasoline in a sealed, metal container.
- Do not store hazardous products in containers that resemble food containers.

When using hazardous household products, follow the manufactures directions carefully. Most of them are made to be used one at a time and should not be mixed together. Mixing them can produce explosive reactions or toxic fumes. For example, mixing ammonia and bleach together creates toxic fumes.

FIRE SAFETY

Most home fires are caused by carelessness or faulty equipment. These fires can be avoided through simple preventative measures. There is always the possibility of fire after a disaster because of broken or damaged gas lines.

Fire Safety Checklist

- Remove debris from garage, attic, closets, etc.
- Store flammable liquids in proper containers, away from heat source.
- Keep matches and lighters out of sight, away from children.
- Teach family members how to use a fire extinguisher.
- Purchase a fire extinguisher suitable for all types of house fires (A B C).
- Place fire extinguishers in an accessible location. Test them often and recharge after every use and as recommended by the manufacturer.
- Install smoke detectors throughout your home. Test them once a month and replace the batteries once a year
- Use a screen for the fireplace and a spark arrester on the chimney to trap flying sparks.
- Do not overload electrical outlets. Replace worn or frayed cords.
- Keep your yard well groomed and your weeds cut.
- Develop an escape plan with two exits per room. Practice the plan.
- Teach your family to “Stop, Drop and Roll” if their clothing catches fire.

Smoke Detectors

Most home fire deaths occur during the early morning hours when most people are sleeping. The heat and smoke from a fire are more dangerous than the flames. The heat can scorch your lungs and the smoke travels faster than the flames. Ninety percent of all fire deaths are caused by smoke inhalation.

- Install smoke detectors in your home. Working smoke detectors double your chances of surviving a fire.
- Place smoke detectors on the ceiling or high on the wall outside bedrooms. Also place them at the top of open stairways or at the bottom of enclosed stairs and near (but not in) the kitchen. Place a smoke detector on every level of your home.
- Check your smoke detector at least once a month to see that it is operating properly. Do not remove the batteries if the smoke detector sounds. A battery-operated smoke detector cannot alert you if the batteries are taken out.

Clean your smoke detector once a month and replace the batteries at least once every year. Hint: Choose a date that is easy for you to remember. For example, each spring and fall when you reset your clocks, a birthday, anniversary, holiday, etc. change the batteries. Smoke detectors are inexpensive and can be purchased at most hardware, home supply, discount and drug stores.

IF THERE IS A FIRE

- ✓ Stay low. Heat, smoke and toxic gases rise so stay low. If you can, cover your mouth and nose with a wet cloth. Test the door with the back of your hand. If it is hot, do not open it. Find another escape route. If it is not hot, open it slowly and carefully.
- ✓ Exit quickly. Once you are outside, stay outside. Go to a neighbor's house to call 9-1-1. Meet your family at the pre-designated meeting place.
- ✓ If your clothing catches on fire, "Stop, Drop and Roll". Do not run. Running will fuel the fire and cause it to spread. Cover your face with your hands and roll until the fire is extinguished.

Fire Extinguishers

A portable fire extinguisher can help save lives and property by putting out a small fire or containing the fire until the fire department arrives. Fire extinguishers are not designed to fight large fires. If you cannot put out a fire immediately with a fire extinguisher, leave the area immediately and call 9-1-1 from a neighbor's house. Fires are classified into three types:

Class A: Ordinary combustibles – paper, wood, cloth, rubber and many plastics.

Class B: Flammable liquids – oils, gasoline, grease, solvents, lacquers and some paints.

Class C: Electrical equipment and appliances – electrical sources which are still supplied with power.

In order to extinguish a fire, you must use the proper fire extinguisher for the type of fire. Using a fire extinguisher that is not rated for the type of fire you are fighting can make the fire worse.

There are several different types of fire extinguishers available. Some of them are:

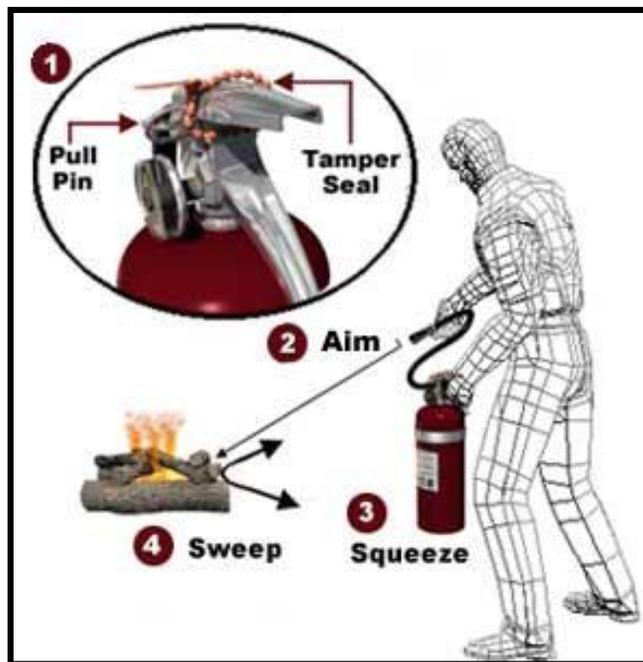
TEMPLATE: INDIVIDUAL/FAMILY PREPAREDNESS PLAN

- Multi-purpose dry chemical (rated A:B:C) – This may be used on all types of fires and is the least expensive.
- Halon (rated A:B:C or B:C) – This is the most effective for computers and electrical equipment because it does not leave a residue.
- Carbon Dioxide (rated B:C) – This is used on most mechanical and electrical fires.
- Pressurized water – This is for Class A fires only. It can be dangerous if used on Class B or Class C fires.

Operating a fire extinguisher

To operate a fire extinguisher, follow the **P.A.S.S.** steps outlined below:

- **P**ull the pin from the handle.
- **A**im the extinguisher. Point the extinguisher nozzle at the base of the fire.
- **S**queeze the handle. This releases the extinguisher agent.
- **S**weep from side to side at the base of the fire until the fire is out. If the fire restarts, reactivate the extinguisher.



Key Considerations

- ✓ It is better to have several smaller extinguishers distributed throughout your home (kitchen, garage, etc.) than one large one that is hard to get quickly.
- ✓ Fire extinguishers must be checked periodically to be sure they are fully charged and ready for use. Extinguishers need to be shaken periodically to prevent the contents from settling.
- ✓ Fire extinguishers need to be serviced annually by a professional. They should also be recharged or replaced after each use. Check the phone book for vendors.

SPECIAL CONSIDERATIONS & TIPS

The following sections serve to provide each individual/family with additional planning considerations depending on their family situation and needs.

TIPS FOR COPING WITH YOUR CHILDREN'S FEARS

Your County Emergency Operations Plan (EOP) has special provisions that address unaccompanied minors (children). During a situation where shelters are activated, unaccompanied minors will be given special care and attention to ensure their safety and well-being. Reunifying families and relatives, and working with skilled mental health practitioners are also important considerations in your County EOP.

Before the Disaster

Your children are less likely to experience prolonged fear or anxiety if they know what to expect after the disaster. Include your children in the preparation phases of your family's emergency plan.

- Talk about your own experiences and/or read aloud about disasters, such as floods. Local libraries have a number of good books on floods and other disasters.
- Ask the staff at your children's school about the school's disaster plan.
- Provide your children with the name of a relative, neighbor or friend who will care for them until the family can be reunited.
- Help your children assemble their own emergency kit.

After the Disaster

- ✓ Encourage your children to express their feelings of fear. Give them a chance to talk and ask questions.
- ✓ Your children may need both verbal and physical reassurance that everything will be all right. Hug them frequently.
- ✓ Include your children in any clean-up activities. It is comforting for children to watch the household begin to resume its normal functions, and to have a job to do.
- ✓ Have your children write a story or draw a picture.
- ✓ Explain to your children what has happened.
- ✓ Replace your children's toys and security items (blankets, etc.) as soon as possible.
- ✓ Allow your children to mourn the loss of a friend or home.
- ✓ After acknowledging their fears, point out their abilities and the things they can do for themselves.

TIPS FOR THE ELDERLY OR DISABLED

Although your County Emergency Operations Plan (EOP) has special provisions to assist and accommodate the Elderly and those with special needs, families and care givers should take a proactive approach to ensure the readiness of those they care for.

Before the disaster

- Tell your neighbors now if you may not move well or quickly in an emergency. Have a whistle or siren available to summon help in an emergency.
- Know where the safe places are in each room of your home, such as under a sturdy desk or table, in a doorway, or in the corner of an inside wall.
- Plan how you will get out of each room if the doorway is blocked. Arrange your furniture to allow a clear pathway.
- If you are vision-impaired, keep an extra cane as your guide dog may be injured or too frightened to help you. Don't forget to store extra food and supplies for your dog.
- Keep your wheelchair, walker, cane and crutches near you and if possible, store extras in various locations. Family members should know where these items are stored.
- If you use any life support equipment, make sure it is fastened securely to prevent it from falling over. If the equipment runs on electricity, you may consider purchasing a portable generator.
- If you use any battery-operated equipment, have extra batteries. Also, store extra hearing aid batteries.
- Put security lights in various rooms in your home. These lights plug into the electrical wall outlets and light up automatically if there is a power failure. They can provide light for 4-6 hours.
- If you are hearing-impaired, install a fire and smoke alarm designed for the hearing impaired. A portable battery-operated TV will allow access to instructions during an emergency. Have paper and pencils available to communicate with others.
- Purchase a whistle to alert others in case you need assistance.

During the disaster

- ✓ Move to one of the areas of safety mentioned previously.
- ✓ Stay away from tall, unsecured furniture, glass doors and windows, fireplaces and hanging objects.
- ✓ If you are in a wheelchair, stay in it. Move to a doorway, or other area of safety. Lock the wheels and cover your head with your arms to protect yourself from falling debris.

After the disaster

- ✓ Remain calm.
- ✓ If you are trapped inside, make as much noise as possible to attract attention to yourself. Use your whistle to alert others.
- ✓ If you have a guide or hearing dog, keep the dog confined or securely harnessed as it may become frightened and could run away.

TIPS AND PROVISIONS FOR PETS

Teton County's Emergency Pet Services Plan is designed to assist pet owners and their pets during a disaster. This plan specifically addresses pet evacuation and sheltering. Pet owners, however, should be proactive in their efforts to prepare well in advance. By following the recommendations below, you can ease the burden and effort on County and local responders.

Identification

Your pet should always wear a collar and identification tag. Make sure all information on the tag is current as pets may wander far from home in the stress and confusion following a disaster. Current identification may be the only way to locate your pet. You may also want to ask your veterinarian about microchips and/or tattooing as an additional identification back up.

Vaccinations

Your pet needs to be current with his/her vaccinations. Keep medical records in a safe place. You may be required to show proof of current vaccinations if you need to temporarily board your pet. (Note: pets are not allowed at American Red Cross shelters)

Transportation

Each pet in your household should have his/her own pet carrier. A carrier makes transportation easy in the event of an evacuation and keeps your pet safe from falling debris. Make sure the carrier is large enough for your pet to sit down, lay down, stand up, and turn around. It is important to familiarize your pet with his/her carrier before disaster strikes.

Leashes

Make sure you have a leash for every dog in your house. Slip leads can double as a collar and leash in an extreme emergency.

Sleeping Quarters

Do not put your pet's bed near a window or under shelving. Windows can shatter showering your pet with glass. Shelving can collapse, tossing books and other heavy objects down onto your pet.

Check Your Yard

Make sure all fencing is sturdy and secure. Also look for holes and other possible escape routes.

Plan Ahead

Human shelters may not welcome your pet. Make pre-disaster plans for post-disaster, temporary placement of your pet. Identify local boarding kennels, veterinarians with boarding facilities, motels that accept pets and/or make arrangements with friends or relatives.

If you are evacuated to a temporary shelter, and have not been able to locate your lost pet, you should plan to visit your local animal shelters daily, as personnel at the shelter will not know how to locate you if you are not at your home.

Include items such as a pet supply box for each pet, which should contain the following items:

- Pet first aid book
- Photo of you and your pet
- 1 month medications

TEMPLATE: INDIVIDUAL/FAMILY PREPAREDNESS PLAN

- Plastic bags
- Water
- Disinfectant
- Favorite toys & treats
- Pet first aid kit
- Food & water bowls
- Sheets to cover carrier
- Can-opener
- Paper towels
- 2 week supply pet food
- Blankets
- Newspaper
- Comb/brush
- Leashes
- Pet carrier
- Cat litter & litter box
- Copy of current vaccination record
- Instructions on any special feeding or dietary requirements
- Freeze dried liver treats (to entice dog that may be scared or stressed)