

CITY OF MT. SHASTA

**EMERGENCY
PREPAREDNESS
WORKBOOK**

**For Your Family, Home
Business, and Personal Use**

Revised January 1997

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Important Individual and Family Information

After a major disaster, such as an earthquake, 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.

- Take a few minutes and record this vital family information. Keep copies in two safe places, fire resistant if possible. They can also be stored in water-tight plastic bags in the freezer.
- Store deeds, wills, tax records, birth certificates and other vital documents.
- Take photographs of all valuables for documentation for insurance claims.

1. Names and social security numbers of all family members:

_____	_____
_____	_____
_____	_____
_____	_____

2. Name, address and phone number of:

Father's employer: _____
Address: _____
Phone: _____

Mother's employer: _____
Address: _____
Phone: _____

Child/Other's employer: _____
Address: _____
Phone: _____

Child/Other's employer: _____
Address: _____
Phone: _____

Doctor: _____
Address: _____
Phone: _____

Child's Doctor: _____
Address: _____
Phone: _____

Hospital/Clinic: _____
Address: _____
Phone: _____

3. Name, address and phone number of:

Child's school: _____
Address: _____
Phone: _____
School policy is to hold/release (circle one) child.

Child's school: _____
Address: _____
Phone: _____
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Child's school: _____
Address: _____
Phone: _____
School policy is to hold/release (circle one) child.

4. Name, address and phone number of:

Insurance Agent: _____
Address: _____
Phone: _____

Policy type: _____ # _____

5. Important Telephone Numbers:

Public Safety (Police and Fire): 911

Paramedics: 911

Poison Control Center: 1-800-342-9293

PP&L 926-2681

Water Company: _____

Neighbor: _____

Phone: _____

Neighbor/Landlord/Property Mgr.: _____

Phone: _____

6. Pertinent Medical Information:

Name: _____

Regular Medications: _____

Allergies: _____

Other (on dialysis, confined to wheelchair, etc.): _____

Name: _____

Regular Medications: _____

Allergies: _____

Other (on dialysis, confined to wheelchair, etc.): _____

Name: _____

Regular Medications: _____

Allergies: _____

Other (on dialysis, confined to wheelchair, etc.): _____

7. Car, boat, RV, etc. license and vehicle identification (ID) number:

Kind: _____ License #: _____

ID #: _____

Kind: _____ License #: _____

ID #: _____

Kind: _____ License #: _____

ID #: _____

8. Account type and number:

Bank: _____

Account type: _____ #: _____

Account type: _____ #: _____

Account type: _____ #: _____

Bank: _____

Account type: _____ #: _____

Account type: _____ #: _____

Other: _____

Type: _____ #: _____

Type: _____ #: _____

9. To Obtain Emergency Information:

Tune to these radio broadcast stations:

Any radio station still on the air should be broadcasting information about shelters, where water can be obtained, where food can be obtained, and where you can go to get help. We have two Emergency Broadcast Stations

that are prepared to continue broadcasting. They are:

**KWHO 102.3 FM KZRO 100.1 FM)
KSYC 620 AM 103.9 FM**

During major emergencies, they will be broadcasting information supplied to them by the Office of Disaster Preparedness and other Local, State, and Federal agencies.



Residential Evacuation and In Place Sheltering Procedures for Hazardous Materials Incidents

When a hazardous materials incident occurs emergency response personnel must determine whether the impacted community should "Shelter in Place" or "Evacuate". In Place Sheltering involves staying in air tight buildings during the duration of the hazardous situation. Evacuation procedures should be carried out when there is sufficient lead time and hazardous materials conditions warrant such actions. Information which will determine "In Place Sheltering" or "Evacuation" decisions:

1. Availability of expert information (Instructions from Fire or Sheriff's Departments)
2. Amount of lead time.
3. Safe relocation area.
4. Availability of transportation.
5. Walking conditions.
6. Meteorological conditions (Wind, rain, temperature, time of day)
7. Toxicity of chemical released.

I. "In Place Sheltering" Procedures

1. Direct every one to go indoors and remain quiet and calm.
2. Turn off all air conditioning, ventilation equipment, and flames (pilot lights). Smoking should be avoided.
3. Close all outside and inside doors and windows; seal all doors, windows, and any other cracks with duct tape or wet towels.
4. Distribute facial tissue, paper towels, or use personal cloth to breathe through if necessary.
5. Do not use electrical appliances.
6. Keep phone lines clear. Tune radio to Emergency Broadcasting System for information.
7. Wait for an update from the Fire or Sheriff's Departments or call the Fire Department : do not go outside to asses the situation yourself.
8. Once the hazard has passed, open all doors and windows to air out any gases which may have entered the room. Go outside and get fresh air.

II. "Site Evacuation" Procedures

1. Fire or Sheriff's Departments will determine whether evacuation should be carried out by foot or by bus transportation. (These officials should also notify you of the evacuation site being used.)
2. Evacuate to the emergency assembly area as designated by the Fire or Sheriff's departments or the Red Cross.
3. Secure your home by locking all doors and windows.
4. Do not waste time gathering personal belongings or valuables. However, a prearranged kit which includes emergency supplies such as sundries, clothes and other personal care items may be taken if you can access it quickly. In the event of a chemical incident items left indoors will most likely not be damaged.
5. Additional information can be accessed by contacting the Fire Department at or the Red Cross

Individual and Family Evacuation Plans

In the event of a fire, flood, or disaster such as a toxic waste spill, you will need to be prepared to quickly and efficiently evacuate. By planning and practicing what to do before you need to, you will help yourself and your family to react correctly and spontaneously at the first sign of danger.

Planning to Evacuate:

- Sketch the floor plan of the place where you live.

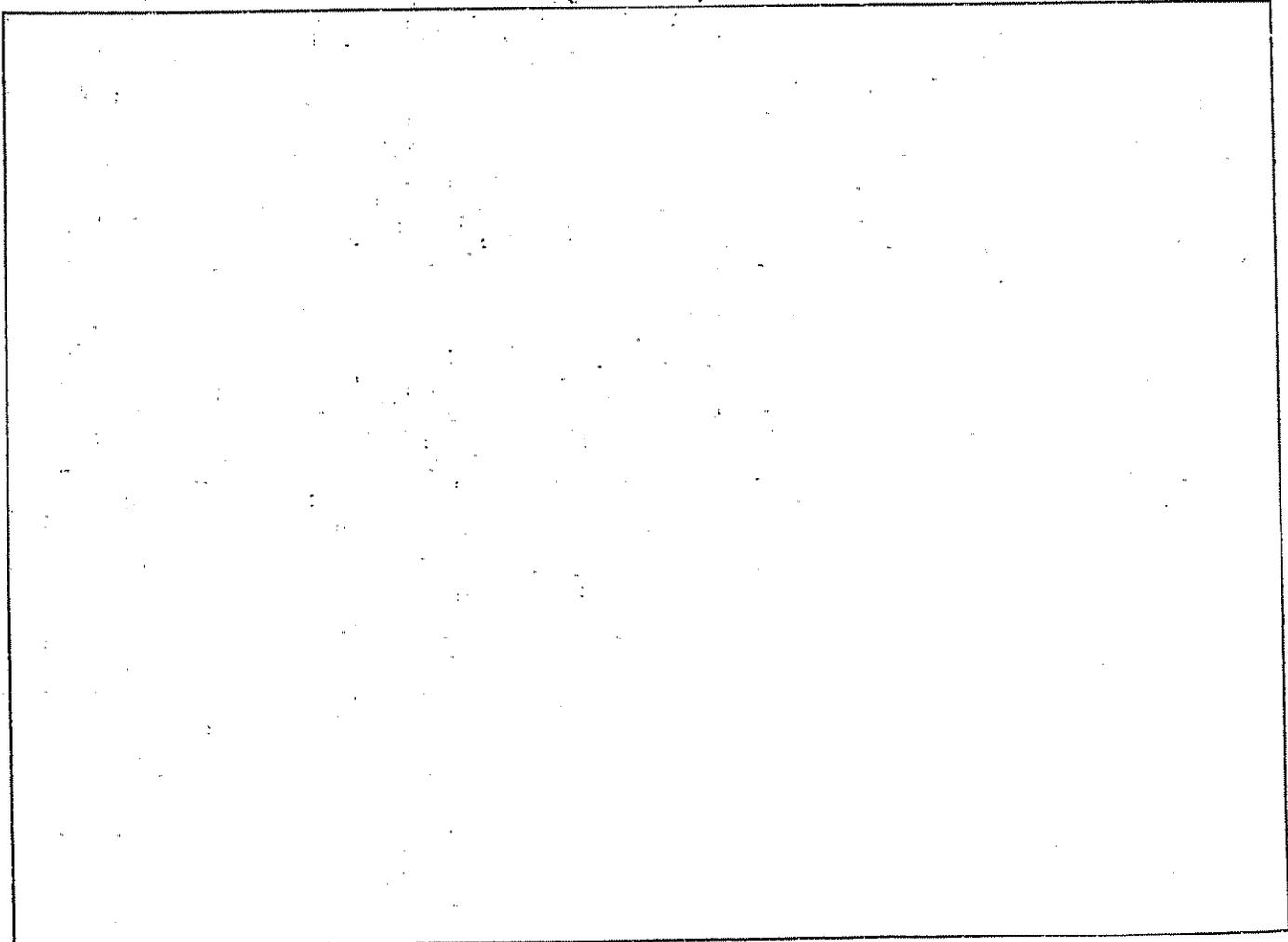
Show a second way to exit from each room. If you need special equipment, such as a rope ladder, mark where it is located.

Mark where your emergency food, water, first-aid kits and fire extinguishers are kept.

Mark where the utility (gas, water and electric) turn-off valves are located.

Indicate the location of your family's emergency outdoor meeting place.

(Floor Plan)



Evacuation Priority List:

If you are told that you need to immediately evacuate, you will have little time to think about what to do. To help you be prepared to respond before the disaster strikes, take a few minutes to complete this list.

- List the most important items to be taken with you, and only those that can be hand carried.

_____	_____
_____	_____
_____	_____

- List other items in order of importance.

_____	_____
_____	_____
_____	_____

- List items to be removed by car or truck if one is available.

_____	_____
_____	_____
_____	_____

- Make a list of things to do if time permits. For example, locking the doors and windows, turning off the utilities, etc.

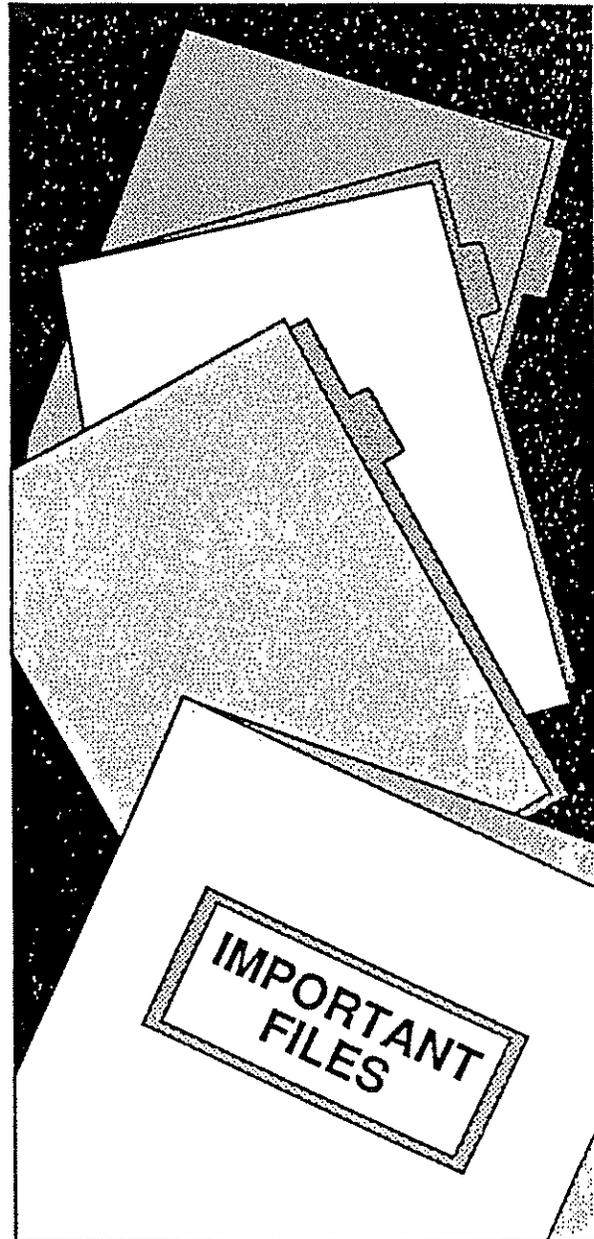
_____	_____
_____	_____
_____	_____

If You Must Evacuate Your Home:

Post a message indicating where you have gone.

Take vital documents, emergency supplies and equipment, and extra medications with you.

Confine pets in the back yard, garage or bathroom. Make sure that they have plenty of water. (Pets will not be allowed in designated Red Cross shelters.)



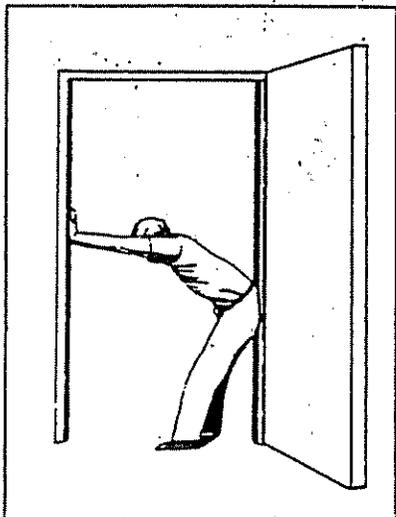
Individual and Family Safety

Two keys to family safety are planning for the disaster and practicing exactly what you will do when it happens.

Before an Earthquake:

Walk through your home together.

- Search for hazards
- Discuss where and how you can protect yourselves in each room.
- Practice by physically placing yourselves in these locations. This practice is especially important as a learning tool for young children.



During an Earthquake:

Stay Calm! Few people are injured by the shaking itself. It is usually falling objects that cause injuries.

Move away from glass doors and windows.

Avoid heavy, standing objects such as bookcases, china cabinets, etc.

If you are indoors, stay there. Do not run outside. Quickly move to one of the safe places you have identified.

If you are outside, move away from power lines and poles, trees, tall buildings, walls and chimneys.



After an Earthquake:

Expect aftershocks.

Wear sturdy shoes for protection from debris or broken glass.

Immediately check for injuries.

Immediately check for fires.

Use a flashlight. **DO NOT** light a match until you are positive there are no gas leaks.

Check utilities, appliances, and sewer line for damage before using.

Listen to the radio for details. Do not use the telephone except to report emergencies.

Tips for the Elderly or the Disabled

Before the Disaster:

- Tell your neighbors now if you might not move well or quickly in an emergency.
- People who are blind should keep an extra cane at home and at work. After the earthquake, your seeing eye dog may be injured or too frightened to help you.
- Know where the safer 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.
- Figure out how you can get out of each room if the doorway is blocked.

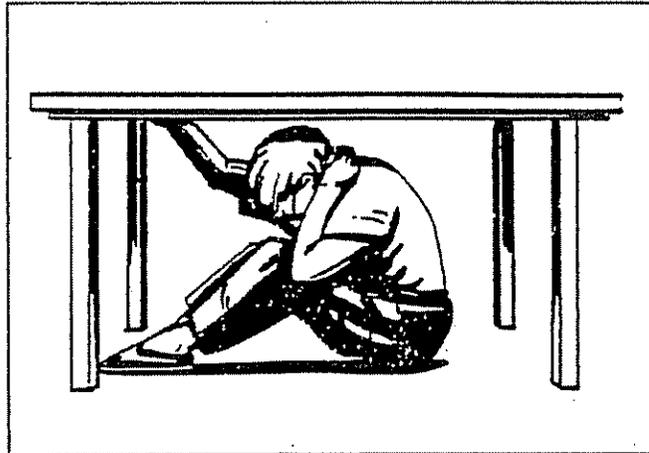


During the Disaster:

Move to one of the areas of safety you have identified.

Stay away from tall furniture and glass doors.

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:

If you are trapped inside, make as much noise as possible to attract attention to yourself. You might carry a whistle at all times.

A Guide to First Aid

After a major earthquake there will be injured people needing attention. The following guide gives information on administering basic first aid until emergency medical treatment is available.

Check for injuries:

- Look for Medic Alert or similar bracelets, necklaces, etc. They describe emergency medical requirements.

- If anyone has stopped breathing, give mouth-to-mouth Rescue Breathing.

- Stop any bleeding by applying direct pressure over the site of the wound.

- Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

- Cover injured persons with blankets to keep them warm. Be reassuring and calm.

- Wear shoes in all areas near debris and broken glass.

- Get emergency medical help as soon as possible.

Learn Rescue Breathing and CPR.

Cardiopulmonary resuscitation is a way of forcing the heart to continue pumping blood through the lungs and out to the rest of the body. Courses on proper technique are offered by The American Heart Association and The American Red Cross.

Heart Attack:

- ▼ Warning signs include:

- a. severe squeezing pains in chest.

- b. pain that radiates from the chest into the arm, the neck or jaw.

- c. sweating/weakness, nausea or vomiting.

- d. pain that extends across the shoulders to the back.

- ▼ Two critical life-threatening symptoms occur:

- a. breathing slows down or stops.

- b. the heart may slow down or stop pumping blood.

- ▼ If the victim is not breathing, give Rescue Breathing immediately.

- ▼ If you cannot detect a heart beat by taking a pulse at the carotid artery (can be felt on either side of the neck slightly below and forward of the base of the jaw), CPR and Rescue Breathing should be given to the victim by a properly trained and certified person.

Bleeding: The best way to control bleeding is with direct pressure over the site of the wound.

- ▼ If a pad of sterile gauze is not available, use a sanitary napkin, disposable diaper, clean handkerchief or bare hand.

- ▼ Apply firm, steady pressure for 5 to 15 minutes. Most bleeding will stop within a few minutes.

- ▼ If bleeding is from a foot, hand, leg or arm, use gravity to help slow the flow of blood. Elevate the limb so that it is higher off the ground than the victim's heart.

Head Injuries: Bleeding from an ear can indicate a skull fracture.

- ▼ Always suspect a neck injury when there is a serious head injury. Immobilize the head and neck.

- ▼ Bleeding from the scalp can be very heavy even when the injury is not too serious. Don't press too hard. Be extremely careful when applying pressure over the wound so that bone chips from a possible fracture will not be pressed into the brain.

- ▼ Call for emergency help. Let a professional medical person clean the wound and stitch it, if necessary.

- ▼ Do not give alcohol, cigarettes or other drugs which mask important symptoms.

Broken Bones: Do not move the victim unless the victim is in immediate danger of further injury.

- ▼ Check for:

- a. breathing: give Rescue Breathing if needed.

- b. bleeding: apply direct pressure over the site.

- c. shock: keep the victim calm and warm.

- ▼ Do not try to straighten out a fracture or push a broken bone back into place if it is sticking out of the skin. Do apply a moist dressing to prevent drying out.

- ▼ Do not permit the victim to walk.

- ▼ Splint fractures to prevent motion.

Burns:

- ▼ Flame Burns

- a. flush with cool water.

- b. remove garments/jewelry; cover victim with clean sheets or towels.

*The front of your Pacific Bell or Donnelley Telephone Book has additional information.

First Aid

- Make a first aid kit. The items suggested below should be tailored to meet your individual needs.

Keep your kit freshly stocked by using it for every day needs.

Your supplies will be easy to carry and protected from water if you store them in a small tool or fishing tackle box.

Drugs:

- Hydrogen peroxide to wash and disinfect wounds
- Antibiotic ointment for dressing wounds
- Individually wrapped alcohol swabs (available at drugstores)
- Antacids
- Aspirin (to reduce swelling) and non-aspirin tablets
- Prescriptions from doctor for any long term medications (keep these current)
- Diarrhea medicine
- Laxatives
- Syrup of Ipecac (to induce vomiting)
- Vitamin supplements
- Eye drops

When buying drug items, check the expiration dates. Buy only fresh supplies for longest shelf life.

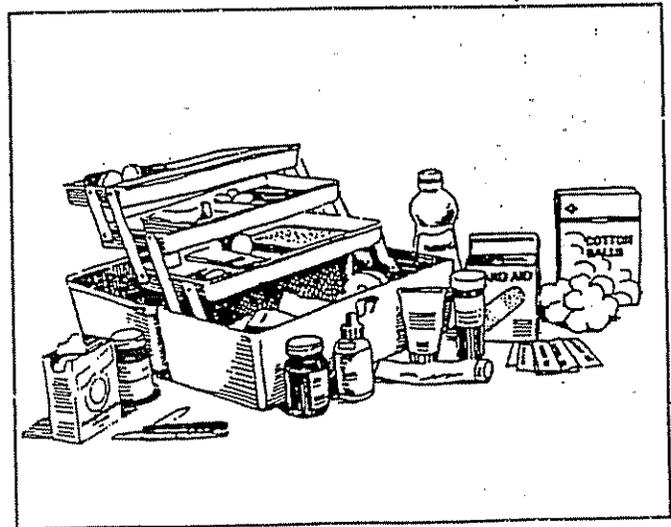
Important medical information and prescriptions can be stored in the refrigerator. This provides excellent protection from fires.

Dressings:

- Band-aids (Bandages can also be made from clean rags, disposable diapers and sanitary napkins.)
- Dressings (can be held in place by men's ties, plastic bags and nylon stockings.)
- Clean sheets torn into strips may be used as bandages or slings
- Ace bandages
- Butterfly bandages
- Rolled gauze - 1 each of 1", 2", and 3"
- Cotton-tipped swabs
- Adhesive tape roll - 1/2" or 1" wide
- Bandage, sterile roll - 2" x 4" wide
- 3 large triangular bandages (36" x 36" x 50")

Other Supplies:

- First aid book - an excellent choice is "Standard First Aid and Personal Safety" from the Red Cross
- Writing materials - pen, pencil and paper
- Scissors
- Tweezers
- Thermometer
- Bar soap
- Tissues
- Skin lotion
- Sunscreen lotion
- Paper cups
- Plastic bags
- Plastic spoons
- Waterproof matches
- Safety pins
- Needle & thread
- Instant cold packs for sprains and burns
- Sanitary napkins
- Ammonia inhalant (smelling salts)
- Mylar space blankets
- Pocket knife
- Pre-moistened towelettes
- Splinting materials



Emergency Supplies

Make sure that you have at least one of each of the following on hand:

Lighting:

CAUTION: Do not use matches, candles, lamps or an open flame until you are sure there are no gas leaks.

Flashlights are safe for use immediately after an earthquake. Store extra batteries and light bulbs. (Batteries will stay fresh longer if they are stored in the refrigerator.)

Lightsticks are short-term safety lights. They need no source of ignition, and are convenient to store with emergency supplies.

Camping lanterns provide an excellent source of light. Remember to store extra fuel, matches, wicks and mantles.

Cooking Devices:

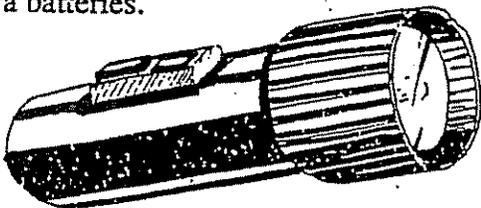
Matches can be stored in a waterproof, airtight tin.

Camp stoves, barbecues, and hibachis are useful. Remember to store propane or charcoal if you plan on using them. **CAUTION:** Never burn charcoal indoors. An inadequately ventilated site may cause carbon monoxide poisoning.

NOTE: Do not use your fireplace for cooking until the chimney has been inspected for cracks and damages. Sparks may escape into your attic, through an undetected crack, and start a fire.

Emergency Information:

Obtain a battery-powered transistor radio. Store extra batteries.



Sanitation Supplies:

Portable camp toilets, sturdy buckets, or small trash cans with tight fitting lids can be used as emergency toilets. Store a supply of plastic bag liners, twist ties, toilet paper and disinfectant with them.

Hygiene supplies include soap, shampoo, toothpaste, deodorant, diapers, wipes and sanitary napkins.

Clean Up:

- Axe
- Shovel
- Broom

Shelter:

- Water-proof tarp
- Tent
- Sleeping bags
- Blankets
- Newspapers

Pets:

- Pet food
- Leashes

Personal Items:

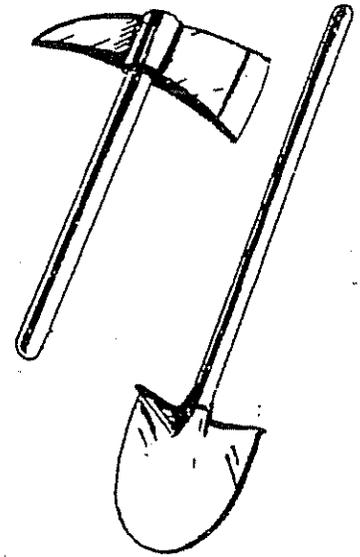
- Eyeglasses - Store an extra pair.
- Sturdy shoes - Keep a pair near the bed. They will protect your feet from broken glass.
- Work gloves for all family members - They will be invaluable as you begin clean-up activities.

Vehicles:

Don't run low on fuel; fill the tank when it reaches 1/2. Service stations will be unable to use their pumps if there is no power.

Cash:

Keep \$50.00 to \$100.00 in small bills



Emergency Water

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

Amount:

- Store one gallon per person per day. While it is good to store enough for seven days, it is essential that you prepare for at least three days. Remember water for your pet(s).

Water Storage:

Water should be stored in sturdy plastic bottles, preferably opaque. Chlorine bleach bottles work well. Plastic juice and milk containers are less desirable as they tend to crack and leak more readily.

NOTE: Avoid placing water containers in areas where toxic substances, such as gasoline and pesticides are present. These vapors penetrate the plastic after time.

Existing Water Sources in the Home:

Water drained from the water heater faucet, provided it remains upright. (Water will drain easier if a faucet in the home is turned on.)

Water dipped from the flush tank of the toilet. Purify this water before using. Use the bowl water for pets. Do not use chemically "blue" water.

Melted ice cubes.

Canned fruit, vegetable juice, and liquids from other canned goods.

Do Not Use Water From:

- Hot water boilers (home heating system)
- Radiators
- Water beds (fungicides added to the water or chemical substances in the vinyl may cause the water to become undrinkable.)

Purification of Water:

Strain out any sediment or particles from the water by pouring through several layers of cheesecloth or coffee filters. Then use one of the following purification methods:

Boil for 5-10 minutes, or

Add liquid bleach with 5.25% sodium hypochlorite (chlorine bleach) in these amounts:

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 teaspoon	1/2 teaspoon

Let water stand for 30 minutes. There should be a slight chlorine scent after treating. If not, repeat dosage and let stand for another 15 minutes.

- Purchase an eye dropper to add bleach. Keep it for this purpose only.

Purification tablets may be used, but are not recommended because of their short shelf life.



Emergency Food

- A disaster can easily disrupt the food supply at any time, so plan to have 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 supplies 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, they will remain fresh for about two years.

Remember to date each package and tin 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 the utilities are disrupted.
- Come in cans or package sizes that contain portions small enough for one meal so the food will not be wasted.
- Have a long storage life.
- Need little or no water for preparation in case water service is disrupted.
- Will not increase thirst (ie. not salty).
- 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° F. High temperatures contribute to the 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 that come 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 end or are leaking.

Other Items To Store:

- Paper plates and cups
- Plastic eating utensils
- A manual can and bottle opener

***DO NOT EAT OR DRINK ANYTHING FROM OPEN CONTAINERS NEAR SHATTERED GLASS!**



Using the chart below as a guideline, keep a three to five day supply of the following food groups for each family member.

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

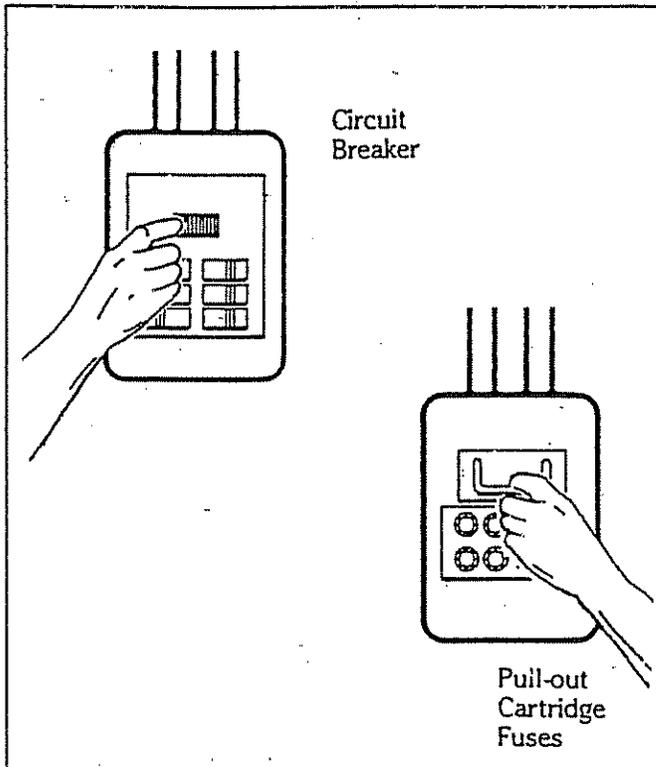
Guidelines for Emergency Food Amounts for Adults

Type of Food	72 hour (3 days) Supply	Two Week Supply	Useful Information
Canned meat, fish, poultry Canned Soup Nuts/Peanut butter	6 servings	28 servings	One serving equals: 2-3 oz. meat, poultry, fish 3/4 oz. dried meat 5 oz. condensed soup 1/2 cup nuts 4 Tbs. peanut butter
Fruits and vegetables	10 1/2 cup servings	46 servings	One serving equals: 4 oz. canned fruit or vegetables 1/2 oz. dried fruit 4-8 oz. canned juices
Cereals and baked goods Crackers	10-12 servings one serving equals: 1 slice of bread 1/2 cup cooked cereal or pasta 2/3 cup cooked rice 6 squares graham crackers	46 servings	One serving equals: 1 bread, roll or pancake 1/2 to 1 oz. dry cereal 1 oz. quick-cook cereal 1 oz. crackers 1 oz. cookies 3/4 oz. uncooked pasta 6 oz. cooked pasta 3/4 oz. rice
Fats and oils		Up to 1 pound, or 1 pint per person	Choose types that do not require refrigeration

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Electricity:

After a major disaster, shut off the electricity and check for damage to the wiring. Sparks from electrical switches could ignite leaking gas and cause an explosion. You will probably have one of these two types of electrical breakers in your home.



If you have a generator, plug your lamps or refrigerator, etc. directly into the generator. **Do not plug the generator into the house!** Doing so can cause injury to linemen making repairs.

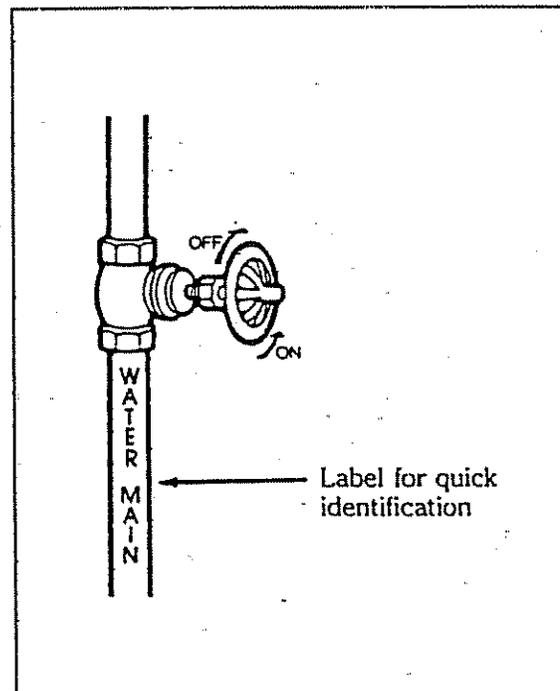
Water:

Water lines are both gravity filled and pumped and located below most houses. If you do not shut the line off, the water from your water heater could drain back into the street if nearby mains are damaged. Shutting off the water will also prevent contamination from entering your home.

Turn off the water at the water main leading into the home.

With the water shut off, your faucets won't work. But you can get water out of the drain spigot on the bottom of your water heater. (Opening a faucet will assist in draining the water heater.)

- Label the water main for quick identification.



DISASTER RESPONSE CHECKLIST

- 1. Remain calm - reassure others.
- 2. If inside, stay there - if outside, stay there!
- 3. Do not light a match or turn on a light switch. Use a flashlight.
- 4. Wear sturdy shoes.
- 5. Check others for injuries - administer first aid.
- 6. Check for fires.
- 7. Check utilities - shut off if necessary.
- 8. Draw a moderate amount of cold water, then turn off the main water supply valve.
- 9. Turn on a battery-operated or car radio for emergency bulletins.
- 10. Clean up any chemicals or medications which may have spilled.
- 11. Take routine medication.
- 12. Do not go without food or water too long.
- 13. Confine frightened pets.
- 14. Check house for structural damage. Evacuate if necessary.
- 15. Do not use the telephone except in extreme emergencies.
- 16. Be prepared for additional earthquake shocks.
- 17. Stay out of danger areas. Never go to the beach to watch for a tsunami, a giant sea wave. If you can see it, you are too close to escape it.