



# Residents' Emergency Handbook

March 20, 2018 Edition





## RESIDENTS' EMERGENCY HANDBOOK

### Helping Yourself in an Emergency

The Emergency Preparedness Committee (EPC) has determined that there are a number of significant risks to the Four Seasons community including: **earthquakes, hazardous materials spills, wild fires, and severe weather**. To respond to these potential emergencies the members of EPC have developed an Emergency Preparedness Program. This program establishes procedures to provide general assistance to the residents of Four Seasons in the event of a disaster, particularly if outside help to the community is delayed. However, this assistance relies on a small group of volunteers who will not be available to respond to your immediate personal needs. **You need to be prepared to handle the consequences of any disaster without immediate outside assistance.**

The EPC has prepared this handbook to help you prepare for and deal with these emergencies. Fortunately, preparing for an emergency is not as hard as it may seem. **All it takes is your commitment to use the information in this handbook.**

- Refer to this handbook to review what immediate actions need to be taken for the emergency you are experiencing. Your first response should be to:

- Assess the safety of your family and attend to medical issues.
- Shut off utilities if necessary.
- Use 911 to report incidents of fire, injuries, or life-threatening conditions.  
NOTE: If you have lost electricity your phone will not function.
- Contact the EPC volunteers most likely gathering at the Lodge parking lot.
- If you are CERT trained, use your training to make yourself a valuable, contributing member of the community.

- Monitor TV and radio and watch for EPC volunteers or emergency personnel in your area for information on the need to evacuate. Listen to local news or National Oceanic and Atmospheric Administration (NOAA) Weather Radio for emergency updates.
- Make sure your Family Disaster Supplies Kit (see Section 2) is complete and at the ready in case you must evacuate.



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# Section 1

## Make a Plan



- Meet with your family or household members and discuss how to prepare and respond to emergencies that are most likely to happen. Identify responsibilities for each member of your household and plan to work together as a team.

### **Plan what to do in case you are separated during an emergency**

- Choose two places to meet:
  - Right outside your home in case of a sudden emergency
  - Outside your neighborhood in case you cannot return home or are asked to evacuate
- Choose an out-of-area emergency contact person. It may be easier to text or call long distance if local phone lines are overloaded or out of service.
- Everyone should have emergency contact information in writing (**page 23**) and/or programmed into their cell phones.

### **Plan what to do if you have to evacuate**

- Decide where you would go and what route you would take to get there. You may choose to go to a hotel/motel, stay with friends or relatives in a safe location or go to an evacuation shelter.
- Practice evacuating your home twice a year and identify alternate routes.
- Plan ahead for your pets. Keep a phone list of pet-friendly hotels/motels and animal shelters that are along your evacuation routes.

### **Learn how to help others and then share what you've learned.**

- Enroll in the Community Emergency Response Team (CERT) training class and learn how to help your neighbors in an emergency. Make sure that at least one member of your household is trained in first aid and CPR and knows how to use an Automated External Defibrillator (AED).
- Tell others about what you've learned and encourage them to be informed - be an advocate for preparedness.
- **Fill Out a Medical and Personal information card for all members of your household (see page 23-24) of this handbook).**
- **Fill out an Emergency Contact Card for all members of your household (see page 23) of this hand book.**

## Section 2

### Be Ready to Evacuate



It may be necessary to evacuate your home quickly. You should have an emergency Family Disaster Supplies Kit with supplies that you can easily carry with you. Store the kit in a climate controlled area of your home. **The garage is too hot.** High heat can cause perishable items—water, food, medications—to go bad or shorten their shelf life.

**The perishable supplies listed below should be rotated out every six months.**

#### RECOMMENDED SUPPLIES INCLUDE:

- Bottled water for drinking: 2-3 weeks supply per person. Mylar pouches of water have a 5 year shelf life while water stored in clear plastic bottles typically have a short shelf life.
- Easy-to-prepare food: 2-3 weeks supply, per person (there are non-perishable food supplies that have a longer shelf life, including some up to 10-20 years)
- Medications: 2-3 week supply, per person
- Medical items (hearing aids w/extra batteries, glasses/contact lenses, syringes, catheters, cane etc.)
- Personal hygiene items (moistened wipes, toilet paper, etc.)
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible); extra batteries
- Crescent wrench or gas shut-off tool (see Page 12)
- Multipurpose tool (i.e., Swiss Army knife)
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies). Put in a waterproof container
- Flashlight or lantern with extra batteries
- First Aid Kit and Duct Tape
- Room in the kit for cell phones with chargers
- Emergency blanket(s)
- Map(s) of the area
- Whistle
- N95 face mask (hardware store) or surgical masks
- Lighter or matches (place in plastic bag)
- Rain gear
- Towels (also consider paper towels)
- Work gloves and rubber gloves
- Extra clothing, hat and sturdy shoes
- Two-way radios (Family Radio Service/General Mobile Radio Service)
- Extra set of car keys and house keys
- Cash money (you may be unable to use your checks, and debit or credit cards)
- Manual can opener
- Family and emergency contact information
- Sanitary wipes and hand sanitizer

#### Emergency Supplies for Pets

- Pet first-aid kit and guide book (ask your vet what to include, or visit the [ASPCA Store](#) online)
- Food: 2-3 week supply
- Bottled water: 2-3 week supply
- Pet feeding dishes
- Medications: 2-3 week supply
- Liquid dish soap and disinfectant
- Disposable garbage bags for clean-up
- Extra leash, collar or harness
- A traveling bag, crate or sturdy carrier, ideally one for each pet
- Photocopies of vaccination records (put in a waterproof container)
- Blanket (for picking up a fearful pet)
- Recent photos of your pets in case you are separated and need to make "Lost" posters
- Cats: Pillowcase or EvackSack; cat litter or paper toweling and disposable litter trays (i.e., aluminum roasting pans)
- Pet toys and grooming aids

## Section 3

### Get Ready to Shelter-In-Place



Some emergencies will require you to shelter-in-place. Sheltering-in-place means taking immediate shelter wherever you are—home, work, school or in between. Emergency personnel will advise or require sheltering-in-place when it is the safest action. To prepare for sheltering-in-place in your home the following supplies are **in addition** to the items in your evacuation kit (Section 2).

Note: Be prepared for water supplies to be cut-off, waste services (sewer and trash) to be unavailable, and electricity to be out.

- Water: at least 3.75 gallons per person per day for 2-3 weeks for drinking, hygiene, and cooking
- Easy-to-prepare food: for 7-14 days (non-perishable food items are recommended)
- Plastic sheeting and duct tape
- More batteries
- Tools (hammer, nails, screwdrivers, hardware)
- Sanitation supplies in case of sewer breakdown
  - 1) A sturdy 5-gallon bucket with tight-fitting lid
  - 2) Garbage bags (that will fit in the bucket)
  - 3) Household liquid bleach
- Plenty of blankets and/or sleeping bags
- Alternate cooking and fuel supplies (camp grill and bottled gas/charcoal)

Local retailers and internet merchants can provide you with storage containers to handle your emergency water needs. Many also stock freeze-dried food, some with 10-20 year shelf life. Water stored in mylar pouches have a shelf life of 5 years and water stored in clear plastic water bottles typically have a short shelf life measured in a few months.

Samples Freeze Dried Foods



Samples of Canned Foods



## Section 4

### Water Supply: Access and Quantity



During an emergency water supplies may be cut off or the water supply may be contaminated. If the water pipes in your home are damaged turn off the main water valve to your home (see page 13).

For survival the average water use for drinking, cooking and personal hygiene is at least 15 liters (3.75 gallons) per person per day.

Table of Basic Survival Water Needs	
Survival needs: water intake (drinking and food)	2.5L-3L (0.6-0.8 Gal) per day
Basic hygiene	2L-6L (0.5-1.5 Gal) per day
Basic cooking needs	3L-6L (0.8-1.5 Gal) per day
<b>Total basic water needs</b>	<b>7.5L-15L (2-3.75 Gal) per day</b>

When it comes to being prepared, water is a key component of emergency preparedness, it is important to understand what is safe, and what is not safe for you.

1. In the initial phase of an emergency response the first priority is to meet the urgent survival needs, such as treating injuries, of all affected in the community. Getting water may not be the priority. Make sure your water is safe to drink. Drinking possibly contaminated water can have serious health risks.
  - a. Do Not Drink water that has an unusual odor or color. Do not drink from damaged pipes in your home.
  - b. Use only bottled or treated water. Water should be treated if there is risk of water contamination. (See "How To Treat Drinking Water")
  - c. Listen to reports from local officials for advice on water precautions in the home. It may be necessary to shut off the main water valve to the home to prevent contaminants from entering into your home piping system (see page 13).
2. Alternative sources of clean water can be found inside the home.
  - a. Water from home's water heater tank.
  - b. Melted ice cubes made with water that was not contaminated.
  - c. Water from home's toilet tank (not from the bowl) if it is clear and has not been chemically treated with toilet cleaners.
  - d. Liquid from canned fruit and vegetables.
3. Alternative sources of water can be found outside the home, such as, rainwater, streams, rivers, and other moving bodies of water, ponds and lakes, and natural springs. Water from these sources must be cleaned (i.e., ideally filtered and properly boiled prior to consumption. See next page.)

### How to Clean Water

1. Do not use water that has floating material in it, water that has any odor or water that has a dark color. These are indications that the water is significantly contaminated and may be dangerous no matter what you do to filter it or kill bacteria.
2. If the water is cloudy (A little dirt in water can be filtered out easily and will not hurt anyone):
  - a. Take out as much dirt as possible.
  - b. Put the water in a tall container and leave it for 12 to 24 hours to settle.
  - c. Carefully dip or pour the cleaner water at the top into another container.
  - d. Run the cleaner water through a filter, i.e., a coffee filter, paper towel, or a piece of t-shirt.
  - e. Change the filter when it becomes visibly dirty.
  - f. Once the water is filtered, it can be used to clean items like clothes or floors.

### How to Treat Drinking Water

Once the water is reasonably clean, it has to be treated before it is safe to drink.

1. Boiling (if a kitchen or camp stove is working). If cooking over a grill or campfire, use bleach to purify the water.
  - a. Water should be boiled at least 10 minutes to sanitize it.
  - b. Cover the pot to help prevent evaporation.
  - c. Once the water is cooled, pour the water into clean storage bottles.
  - d. If boiling water to cook, do not add the food until the water has boiled for the amount of time needed to treat the water.
2. Bleach Disinfection
  - a. The bleach should be 5-6% sodium hypochlorite with no preservatives or scents (plain bottle of chlorine bleach liquid with no additives)
  - b. Place the water in a gallon container and add 16 drops of bleach and let stand for 30 minutes

1 quart bottle	4 drops of bleach	2 liter soda bottle	10 drops of bleach
1 gallon bottle	16 drops of bleach (1/8 tsp)	2 gallon cooler	32 drops of bleach (1/4 tsp)
5 gallon bottle	1 teaspoon bleach		





### **Using Swimming Pool and Spa Water in an Emergency or Disaster**

**Pool and spa water is not safe to drink.** Pool and spa water is treated by chemicals to keep it free of biological contamination and clarifiers to keep it looking crystal clear. The chemicals used to treat a pool will have an adverse effect on your health.

During a disaster when the pool pump will not operate (loss of electrical power), chlorine tablets floating around in their dispenser container will help to keep some level of chlorine in the pool. However, without filtration and agitation, its effectiveness will be diminished and not dispersed adequately throughout the pool. Depending on the outdoor temperature, and time of year, within a few days without filtering or chlorine generation, the pool water will begin to deteriorate quickly.

The exposure to the UV rays of sunlight will cause algae, bacteria and viruses to grow and overcome the pool.

Pool and spa water can be used for:

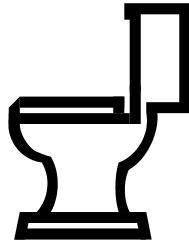
- Personal hygiene
- Household cleaning
- Laundry
- Filling toilet tanks of operable toilets in the home

### **Managing Non-Potable Water in the Lodge's Swimming Pools and Spas**

- The HOA currently has no plans to filter, or otherwise convert, the non-potable water in the communal swimming pools/spas that are normally managed by the HOA into potable water.
- The Emergency Preparedness Committee cautions you against drinking pool and spa water as it will be hazardous to your health.

## Section 5

### Sanitation



A disaster may damage sewer lines and/or cause Waste Management services (including normal curbside pick-up of refuse and trash) to stop. Sanitation disruption is a major concern for a community since improper handling of waste can cause disease and pest infestations.

#### **Excreta (feces and urine) Disposal when Sewer Lines are Damaged**

1. Do not flush toilets or use sinks, showers, tubs or laundry until sewage lines are repaired and cleared by authorities.
2. Plug bathtub, shower and sink drains to prevent sewage backup.
3. If the toilet is still standing, a heavy-duty garbage bag can be draped in the bowl to contain urine and feces.
4. If toilet is not standing a 5-gallon plastic bucket will work as a receptacle for human waste. These utility buckets (with lids) are available at hardware stores.
  - a. Line the bucket with a heavy-duty garbage bag (to contain the waste material) and place a toilet seat or two parallel boards over the top (see illustration A and B).
  - b. Cut a hole in a plastic chair and place a bucket lined with a heavy-duty garbage bag under the hole (see illustration C).
  - c. Keep bucket tightly closed when not in use.
  - d. Keep the smell down by using chemicals or small amount of disinfectant (bleach, calcium hypochlorite (swimming pool supply) kitty litter or camping chemical supplies).
  - e. Remove waste filled garbage bag daily to a safe area downhill from any usable water source and place in a closed container or (as a last resort) bury the waste in a hole and cover with a minimum of 12" of soil.
  - f. The Emergency Preparedness Committee Incident Command Center will designate an open area within Four Seasons for temporary burial of human waste.

Portable toilets and bags with odor neutralizing chemicals are available at camping and recreational vehicle supply stores.



A



B



C

## Household Trash Disposal

Household trash needs to be sorted and placed at the curb in separate closed containers to prevent the spread of disease and rodent and insect infestation.

The Emergency Preparedness Committee Incident Command Center will designate an open area within Four Seasons for the temporary disposal/burial of household waste.



### Sort Trash

1. Biodegradable—plant and animal matter.
2. Paper products.
3. Plastics and metals (should be flattened or crushed to reduce bulk).
4. Sanitary Items and Medical Waste (diapers, used feminine products, syringes, dressings, gloves, etc.)



**Drain Liquids**—after sorting, drain off any liquids that are remaining in any containers.

1. Pour non-fat containing liquids on the ground.
2. Pour fatty liquids and oils in a small “cat-hole” dug in the ground and then cover with dirt to prevent the attraction of animals and insects



### **Biodegradable Waste**

1. Dump into a pile or container away from your residence.
2. This will quickly begin to compost and can be used later for gardening.



### **Paper, Metal, and Plastic**

1. Store as long as possible in a double trash bag placed in a covered container.
2. If the emergency situation will last a long time, a site will be selected by the Incident Commander or Sanitation Team Leader for temporary placement of non-excreta solid waste for burial or burning.



### **Medical Waste and Sanitary Items**

1. Put waste products in plastic bags.
2. Tie bags closed and label them with "Medical Waste".
3. Keep the waste separate from other trash in a closed container to be disposed of as "Hazardous Waste".

### **Pest Control**

The need to control insects and animals can significantly increase in a disaster. People are more exposed and sanitation can be a problem.

1. Reduce exposure to insect bites with insect repellents.
2. Protect food with covered containers.
3. Keep living area clean and dispose of waste properly.
4. Set rodent traps if needed.

### **Keeping Clean After A Disaster**

Frequent **hand washing** is the best way to prevent disease – before cooking and eating, after using the bathroom and after cleaning.

Keeping yourself and surroundings clean can be a challenge after a disaster if water and/or waste disposal is not easily available. There are waterless and low-water methods of bathing and cleaning.

Waterless cleaning for the body:

- Rubbing alcohol or lotions containing alcohol (shaving lotion, face creams)
- Baby wipes
- Hydrogen peroxide can be used as a mouth wash
- Waterless body cleansers (as used in hospitals)
- Use a wet wash cloth to clean teeth, wash face/hair and body
- Use a spray bottle as a "shower"
- Hand sanitizers

## Section 6

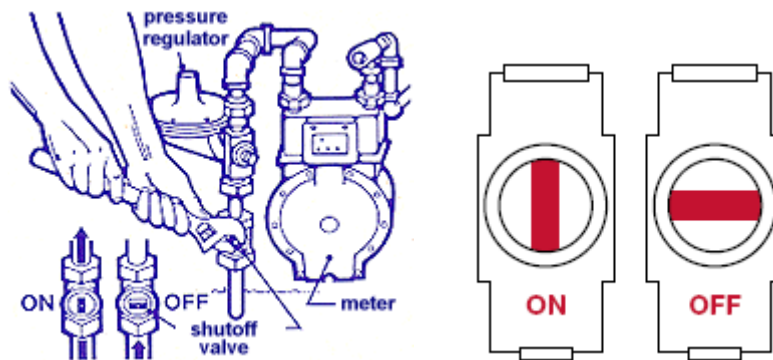
### Emergency Shut-off for Utilities



Provided by: City of Beaumont, Office of Emergency Services  
550 East 6<sup>th</sup> Street Beaumont, California 92223  
951-572-3227, 951-572-3228

#### Natural Gas

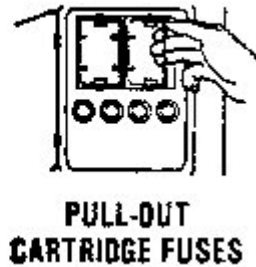
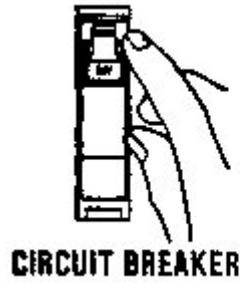
- Natural gas leaks can cause an explosive and flammable atmosphere inside a building. If you smell gas, hear gas escaping, see a broken gas line, or if you suspect a leak, shut off the main valve and open all windows.
- Never use candles or matches if you suspect a gas leak. Do not turn on electrical switches or appliances.
- Identify the main shutoff valve, located on the gas line coming into the main gas meter. This is usually on the exterior of your home or building.
- To turn gas off, give the valve a quarter turn in either direction. When the lever crosses the direction of the pipe (see below) the gas is off.
- Keep a crescent wrench or gas shut-off tool nearby to turn the lever.



- If you turn off the gas for any reason, a qualified professional **must** turn it back on. **NEVER** attempt to turn the gas back on yourself.
- Automatic shut-off valves can be added to your gas line to automatically turn off the flow of gas during an earthquake or if excessive gas flow is detected.

## Electricity

- Locate your main electric switch, which is in the garage or the side of your house. The panel box may have a flip switch or pull handle on a large circuit breaker.



- Always shut off all the individual circuits before shutting off the main circuit breaker.
- Shut off electricity when:
  - Arcing or burning occurs in electrical devices
  - There is a fire or significant water leak
  - You smell burning insulation
  - The area around switches or plugs is blackened and/or hot to the touch
  - A complete power loss is accompanied by the smell of burning material
  - You are evacuating your home due to flooding
  - When instructed by emergency personnel

## Water

- Water quickly becomes a precious resource following many disasters. It is vital that all household members learn how to shut off the water at the main house valve.
- Cracked water pipes to your house may allow contaminants into your water supply.
- Water leaks can cause property damage and create an electrocution hazard. It is wise to shut off your water until you hear from authorities that it is safe for drinking.
- The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in your house by shutting off the main house valve as soon as you can after an earthquake. Filling bathtubs after an earthquake might allow you a non-potable water source for operable toilet tanks.
- Do not turn off the water at the street valve in the cement box at the curb - this valve is extremely difficult to turn and requires a special tool.
- The water shutoff is usually located in the garage or where the water line enters the home. The water shutoff is located on a riser pipe and is usually a red or yellow wheel or lever. Turn wheel clockwise to shut off (below see various examples of water shut-off valves).



## Section 7

### Prepare for an Earthquake



#### Before

- Know evacuation plans for all of the buildings you occupy regularly.
- Pick safe places in each room of your home, workplace and/or school. A safe place could be under a piece of furniture or against an interior wall away from windows, bookcases or tall furniture that could fall on you.
- Consider procuring inexpensive small 'water leak detectors' to place on the bottom surface under kitchen cabinets and in laundry rooms that will emit an audible alarm when even small amounts of standing water are present.
- Practice drop, cover and hold-on in each safe place. If you do not have sturdy furniture to hold on to, sit on the floor next to an interior wall and cover your head and neck with your arms.
- Keep a flashlight, a whistle, a bottle of water, and sturdy shoes by each person's bed.
- Bolt and brace water heaters and gas appliances to wall studs.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Consider installing cabinet doors with 'child safe' latches that keep doors closed during an earthquake.
- Hang heavy items, such as pictures and mirrors, away from beds, couches and anywhere people sleep or sit.
- Brace overhead light fixtures.
- Install strong latches or bolts on cabinets. Large or heavy items should be closest to the floor.
- Learn how to shut off the gas valve in your home and keep a wrench handy for that purpose.
- Keep an ample supply of gasoline in your car/truck at all times. Treat ½ Full as 'Empty' so you will have gas in your vehicle when needed. Remember: Gas stations do not have emergency electrical back-up generators to power the gas pumps which are electrically driven.

#### During

##### **If you are inside when the shaking starts...**

- Drop, cover and hold-on. Move as little as possible.
- If you are in bed during what seems to be a severe earthquake, you may want to consider quickly rolling out of bed and lying next to the bed and night stand (if you have one). You may also consider having pre-positioned a whistle, a flashlight, and a bottle of water within reach under the bed. This manner of protection may likely reduce injuries from falling ceiling fans, ceiling materials, or roof trusses.
- Stay away from windows to avoid being injured by shattered glass.
- Stay indoors until the shaking stops and you are sure it is safe to exit. Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

### **If you are outside when the shaking starts ...**

- Find a clear spot and drop to the ground. Stay there until the shaking stops (away from buildings, power lines, trees, streetlights).
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, **do not get out**. Wait for assistance.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for landslides or falling rock and debris.

### **After**

- After an earthquake, the disaster may continue. Expect and prepare for aftershocks, and landslides. If possible, move your car from the garage to the driveway in case of an aftershock.
- Each time you feel an aftershock, drop, cover and hold-on. Aftershocks frequently occur minutes, days, weeks and even months following an earthquake.
- Check yourself for injuries and get first aid, if necessary, before helping injured or trapped persons.
- Put on long pants, a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.
- Look quickly for damage in and around your home and get everyone out if your home is unsafe.
- Listen to a portable, battery-operated or hand-crank radio for updated emergency information and instructions.
- Check the telephones in your home or workplace to see if you can get a dial tone. Make only brief calls to report life-threatening emergencies.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- If you smell gas, turn off the supply line to your house and remain clear until the area is declared safe (**see pages 12-13 of this hand book for utility shut-off instructions**).
- Clean up spilled medications, bleach, gasoline or other flammable liquids.
  - Take care not to co-mingle the clean-up rags
  - Place clean-up rags in separate non-flammable containers until they can be disposed of properly
- Open closet and cabinet doors carefully as contents may have shifted.
- Help people who require special assistance.
- Watch out for fallen power lines or broken gas lines and stay out of damaged areas. Keep animals under your direct control. Stay out of damaged buildings.
- Return to public buildings only when authorities say it is safe to do so.
- Use extreme caution and examine walls, floors, doors, staircases and windows to check for damage.
- Be careful when driving after an earthquake and anticipate traffic light outages and downed exterior high voltage electric lines which may be on the road.



## Section 8

### Prepare for Hazardous Materials Spills



- Follow the instructions of the authorities carefully. Listen to your emergency broadcast stations on radio and TV.
- Use your phone only in life-threatening emergencies to call 911.
- If you are told to "shelter in place" (see section 3), go inside, close all windows and vents and turn off all fans, heating or cooling systems. Take family members and pets to a safe room (bathroom or closet), seal windows and doors using plastic sheeting (garbage bags and duct tape), and listen to emergency broadcast stations for instructions.
- If you are told to evacuate immediately, take your Family Disaster Supplies Kit (see section 2) and leave your home quickly. Follow the traffic route authorities recommend. Don't take short cuts on the way to the shelter.

## Section 9

### Prepare for Wild Fires



#### Before

- Talk with members of your household about wild fires - how to prevent them and what to do if one occurs.
- Post emergency phone numbers by every phone in your home.
- Make sure driveway entrances and your house number or address are clearly marked.
- Set aside household items that can be used as fire tools: a rake, ax, hand saw or chain saw, bucket and shovel. You may need to fight small fires before emergency responders arrive.
- Select building materials and plants that resist fire.
- Regularly clean roofs and gutters.

#### During

- Be ready to leave at a moment's notice.
- Listen to local radio and TV stations for updated emergency information.
- Confine pets to one room so that you can find them if you need to evacuate quickly.
- Arrange for temporary housing at a friend or relative's home outside the threatened area.
- Listen and watch for air quality reports and health warnings about smoke.
- Keep indoor air clean by closing windows and doors.
- Use the recycle or recirculate mode on the air conditioner in your home or car. If you do not have air conditioning and it is too hot to stay inside with closed windows, seek shelter elsewhere.
- When smoke levels are high, do not use anything that makes smoke, including gas stoves. Do not vacuum as it stirs up particles that are already inside your home.
- If you have asthma or another lung disease, follow your health care provider's advice and seek medical care if your symptoms worsen.

#### After

- Do not enter your home until fire officials say it is safe.
- Use caution when entering burned areas as hazards may still exist, including hot spots, which can flare up without warning.
- Avoid damaged or fallen power lines, poles and downed wires.
- Watch for ash pits and mark them for safety - warn family and neighbors to keep clear of the pits also.
- Watch animals closely and keep them under your direct control. Hidden embers and hot spots could burn your pets' paws or hooves.
- Follow public health guidance on safe cleanup of fire ash and safe use of masks.
- Wet debris down to minimize breathing dust particles.
- Wear leather gloves and heavy soled shoes to protect hands and feet.
- Cleaning products, paint, batteries and damaged fuel containers need to be disposed of properly to avoid risk.
- **Ensure your food and water are safe.**
- Discard any food that has been exposed to heat, smoke or soot.
- Do NOT ever use water that you think may be contaminated to wash dishes, brush teeth, prepare food, wash hands, or make ice.

# Section 10

## Prepare for Severe Weather



### Before

- Discuss thunderstorm safety with all members of your household. See safety instructions below for the following: **what to do during a thunderstorm if you are indoors, outdoors or driving.**
- Pick a safe place in your home for household members to gather during a thunderstorm, away from windows, skylights and glass doors.
- Make a list of items to bring inside in the event of a severe thunderstorm.
- Make trees and shrubbery more wind resistant by keeping them trimmed and removing damaged branches.
- Protect your animals by ensuring that any outside buildings that house them are protected in the same way as your home.
- Consult your local fire department if you are considering installing lightning rods.
- Address how you would keep excess rainwater from getting into your home/garage either through sandbags, or other materials.
- Keep your roof properly maintained against leaks and periodically clean out rain gutters and downspouts.
- Check your underground drain inlets on the side of your home to make sure that surface runoff drains away from your home, ideally to the street in front of your home.

### During

- Listen to local news or National Oceanic and Atmospheric Administration (NOAA) Weather Radio for emergency updates. Watch for signs of a storm, like darkening skies, lightning flashes or increasing wind.
- Postpone outdoor activities if thunderstorms are likely to occur. **Many people struck by lightning are not in the area where rain is occurring!**
- If a severe thunderstorm warning is issued, take shelter in a substantial building or in a vehicle with the windows closed. Get out of mobile homes that can blow over in high winds.
- If you can hear thunder, you are close enough to be in danger from lightning. The National Weather Service recommends **staying inside for at least 30 minutes** after the last thunder clap.
- ***If thunder roars, go indoors!***
- Avoid electrical equipment and telephones. Use battery-powered TVs and radios instead.
- Shutter windows and close outside doors securely. Keep away from windows.
- Do not take a bath, shower or use plumbing.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.
- If you are outside and cannot reach a safe building, avoid high ground; water; tall, isolated trees; and metal objects such as fences or bleachers. Picnic shelters, dugouts and sheds are NOT safe.

## After

- Never drive through a flooded roadway. **Turn around, don't drown!**
- Stay away from storm-damaged areas to keep from putting yourself at risk from the effects of severe thunderstorms.
- Continue to listen to a NOAA Weather Radio or to local radio and television stations for updated information or instructions, as access to roads or some parts of the community may be blocked.
- Help people who may require special assistance.
- Stay away from downed power lines and report them immediately to Southern California Edison.
- Watch your animals closely. Keep them under your direct control.
- Follow these steps if someone has been struck by lightning:
  - ✓ **Call for help.** Call 9-1-1 or the local emergency number. Anyone who has sustained a lightning strike requires professional medical care.
  - ✓ **Check the person for burns and other injuries.** If the person has stopped breathing, call 9-1-1 and begin CPR. If the person is breathing normally, look for other possible injuries and care for them as necessary. People who have been struck by lightning do not retain an electrical charge and can be handled safely.

## Section 11

### Four Seasons Emergency Preparedness Committee Response

- ✓ In the event of a real emergency situation or natural disaster, the Emergency Preparedness Committee (EPC) strongly recommends that residents will first check on the health and safety of their family members and security of their homes. The EPC will take measures to assess the effect of the emergency situation upon our Four Seasons community and then organize notifications to appropriate local municipal agencies for any needed assistance.
  - **Included with this handbook is a GREEN colored card. Place the GREEN card in your front window to indicate that you are safe, have no problems or do not need assistance.**
  - **If you are going to be gone from your home for a lengthy time period, consider placing the GREEN card in your front window.**
- If you are a member of a volunteer team, refer to your team plan for information on what actions you should take next.

#### Sources of Information for this Hand Book:



## **Addendum: Household Fire Safety Precautions**

Although household fires are not a disaster requiring Emergency Preparedness response, the following Household Fire Safety Precautions have been included in this Hand Book. By following the safety tips you can reduce the danger of a fire in your home.

### **Fire Safety Checklist**

What are Your Home Fire Safety Risks?

You should have **working** smoke alarms on every level of your home.

You should **stay in the kitchen** while you are frying, grilling, or broiling food.

Space heaters should be **placed at least 3 feet** or more away from things that can burn.

All electrical cords should be in **good condition** (not damaged or cracked).

There should be **two ways out** of every room in your home.

**Know what to do** if your smoke alarm sounds.

**Carbon monoxide detectors should be installed** and inspected for operability (i.e. batteries) at least Twice per year.

If you check **NO** to any of these questions, you are at a greater risk for being injured in a home fire.

The predominant causes of fires in which an older adult was killed are smoking, open flame, heating, and suspicious acts. Cooking, open flames, smoking, and heating caused more fires that resulted in injuries among the elderly than other fire causes.

### **How to Avoid a Dryer Fire at Home**

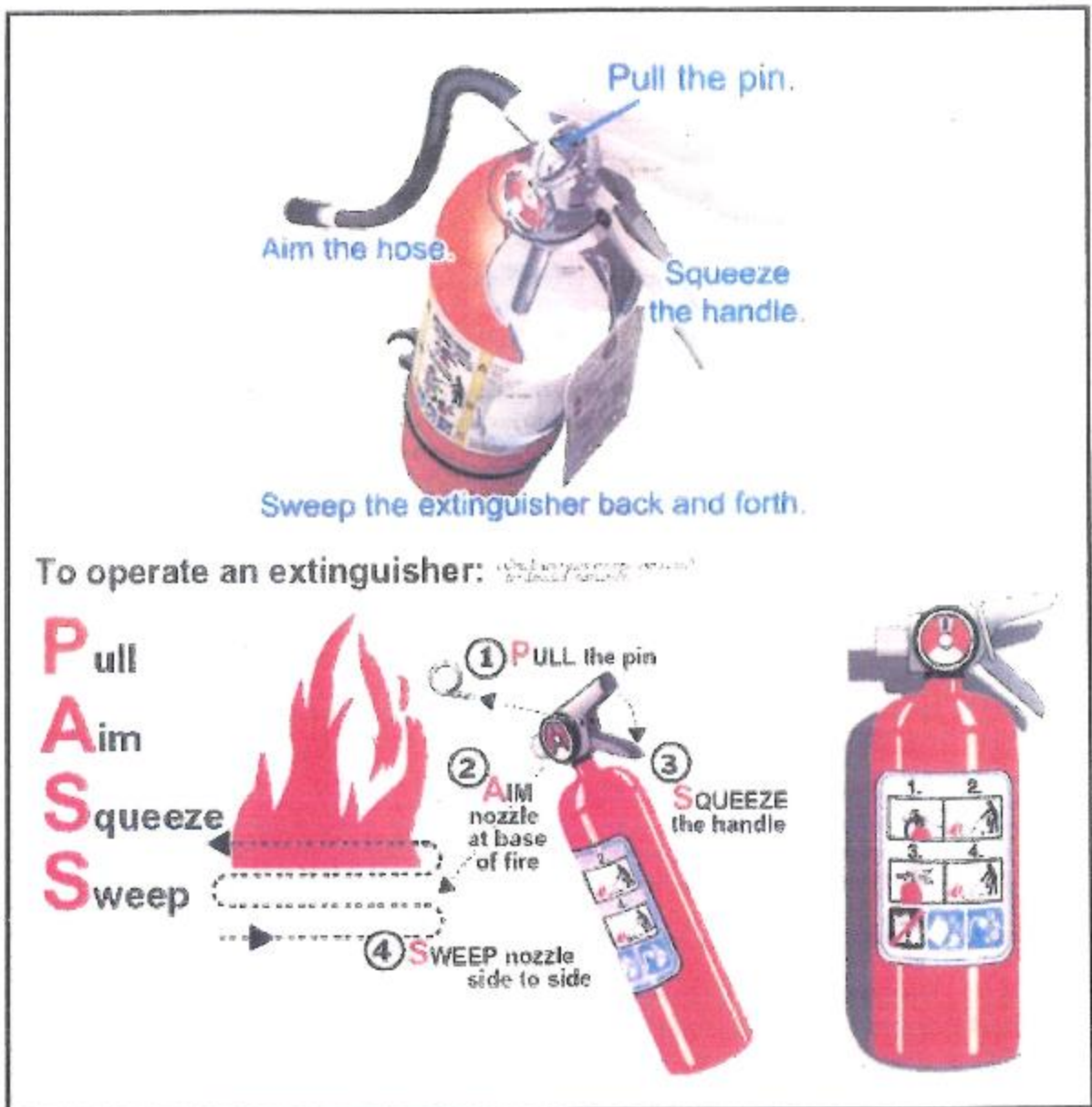
- Use metal dryer ducts to help prevent dryer fires.
  - Flexible dryer ducts made of foil or plastic are the most problematic because they can sag and let lint build up at low points.
  - Ridges can also trap lint. Metal ducts, either flexible or solid, are far safer because they don't sag, so lint is less likely to build up.
  - If a fire does start, a metal duct is more likely to contain it.
- No matter which kind of duct you have, you should clean it regularly.
  - Remove the visible lint from the lint screen each time you use your dryer. This not only will reduce the risk of a fire, but your clothes will dry faster and your dryer will use less energy.
  - Clean the lint filter with warm soapy water and a small brush to remove the film at least once a month.
  - Remove the lint filter and vacuum inside the filter hole at least monthly.
- Clean inside, behind, and underneath the dryer with a vacuum cleaner where lint can also build up.
- Take special care drying clothes stained with volatile chemicals such as gasoline, cooking oils, cleaning agents, or finishing oils and stains. Wash the clothing more than once to minimize the amount of these chemicals on the clothing and line dry instead of using a dryer.
- Avoid using liquid fabric softener on all-cotton clothing made of fleece, terry cloth, or velour.
  - In flammability tests, liquid fabric softener added to rinse water accelerated the burning speed of these fabrics.
  - If you want a softener, use dryer sheets instead.

- Buy dryers that use moisture sensors rather than ordinary thermostats to end the auto-dry cycle. Thermostats can allow the dryer to run longer than necessary.
- Occasionally wipe the sensor with a soft cloth or cotton ball and rubbing alcohol to keep it functioning accurately.
  - Sensors are usually located on the inside of the dryer, just below the door opening, and can be hard to find.

### Golf Cart Battery Fire Prevention Tips

A common cause of garage fires is overcharging of golf cart batteries which ignite and spread to the garage structure. The following are precautions you can use to prevent this type of fire:

- When placing the battery on a charging system be sure cables are correctly attached to positive and negative terminals on the battery. Connections should be tight and secure.
- Do not leave unit charging for longer than needed to properly recharge the battery. Set a timer to remind you to remove the charger.
- During the charging cycle it is recommended that you check the battery for overheating or 'boiling' over. Remove the charging cables if you suspect a problem and have it checked by a mechanic.
- Maintain your battery properly and replace if not holding a charge.



## Medical and Personal Information Form

Complete the Medical and Personal Information Form, shown on the next page, for each person in the home to provide quick and easy access to your basic medical information. Keep the card on the **side of your refrigerator** for speedy access in the event of an emergency. The card contains important personal information regarding your health and emergency contacts in the event that you are unable to give the information. Medical first-responders will typically go the refrigerator to look for such emergency information.

### **Basic Information**

Most of the information is relatively easy to fill out as it is personal information. Who you put for Emergency Contacts is a decision that is personal and should be based on people who are close to you and would be easy to contact in the event of an emergency. This can include relatives, friends, coworkers, or any other person that may be able to give support in a time of emergency.

### **Medical Information**

Medication should include all current medicines you are taking prescribed by your doctor. If you are unaware of your Blood Type or where your files are, contact your health care provider or doctor.

### **Medical Conditions/Allergies**

All known medical conditions/allergies should be checked off, including those that aren't included on the list (there is a box marked "other" where additional unlisted conditions, medication allergies and food allergies may be added). If these are unknown, contact your physician or health care provider.

<b>Keep Information Up to Date</b>				Recent Surgery: Within last 12 months		Date of Surgery:	
Review at Least Every 6 Months				Purpose of Surgery:			
Medical Data as of _____ Month _____ Year							
Name			_____ M _____ F	Do you have a No CPR Directive _____ Yes _____ No			
Address				Do you have a DNR (Do Not Resuscitate) form _____ Yes _____ No			
			Phone #	Where is it located?			
Doctor			Phone #	<b>Medical Conditions</b>			
Doctor			Phone #	Check all that exist			
<b>Emergency Contacts</b>				___ No known medical conditions		___ Diabetes ___ Insulin Dependent	
Name			Phone #	___ Abnormal EKG		___ Hypoglycemia	
Address			Relationship	___ Cardiac Dysrhythmia		___ COPD/Emphysema	
Name			Phone #	___ Angina		___ Asthma	
Address			Relationship	___ Pacemaker		___ Laryngectomy	
Date of Birth		SS#		___ Internal Defibrillator		___ Tuberculosis	
Blood Type		Religion		___ Hypertension		___ Renal Failure	
Advanced Directive on file at:				___ Heart Valve Prosthesis		___ Hemodialysis	
				___ Coronary Bypass Graft		___ Adrenal insufficiency	
Living Will on file at:				___ Stroke		___ Seizure Disorder	
				___ Bleeding Disorder		___ Myasthenia Gravis	
<b>Medical Insurance</b>				___ Clotting Disorder		___ Memory Impaired	
Medical Insurance Company				___ Sickle Cell Anemia		___ Dementia	
Policy #				___ Hemolytic Anemia		___ Alzheimer's	
Medi-Cal #		Medicare #		___ Leukemia		___ Eye Surgery	
Use pencil for ease in making changes				___ Lymphomas		___ Glaucoma	
<b>Medical Data</b>				___ Hepatitis Type _____		___ Vision Impaired/Blind	
Special Conditions/Remarks:				___ Cancer: Type _____		___ Cataracts	___ Wear Contacts
				Other Medical Conditions		___ Hearing Impaired	
						___ Hearing Aids	
						Other	
Medical Problem	Medication	Dosage	Frequency	<b>Allergies</b> _____ No known allergies			
				___ Aspirin	___ Insect Stings	___ Penicillin	
				___ Barbiturate	___ Latex	___ Sulfa	
				___ Codeine	___ Lidocaine	___ Erythromycin	
				___ Demerol	___ Morphine	___ Tetracycline	
				___ Horse Serum	___ Novocaine	___ X-Ray Dyes	
Pharmacy		Phone #		Other	Other	Other	
See back of card for additional information				Food Allergies _____			
<b>Use Pencil for Ease in Making Changes</b>				_____			



Emergency Contact Information	
Contact Name:	
Telephone:	Relationship:
Contact Name:	
Telephone:	Relationship:
Out of State Contact:	
Telephone:	Relationship:
Neighborhood Meeting Place:	
Meeting Place Telephone:	
<b>Dial 9-1-1 for Emergencies</b>	

Emergency Contact Information	
Contact Name:	
Telephone:	Relationship:
Contact Name:	
Telephone:	Relationship:
Out of State Contact:	
Telephone:	Relationship:
Neighborhood Meeting Place:	
Meeting Place Telephone:	
<b>Dial 9-1-1 for Emergencies</b>	

Emergency Contact Information	
Contact Name:	
Telephone:	Relationship:
Contact Name:	
Telephone:	Relationship:
Out of State Contact:	
Telephone:	Relationship:
Neighborhood Meeting Place:	
Meeting Place Telephone:	
<b>Dial 9-1-1 for Emergencies</b>	

Emergency Contact Information	
Contact Name:	
Telephone:	Relationship:
Contact Name:	
Telephone:	Relationship:
Out of State Contact:	
Telephone:	Relationship:
Neighborhood Meeting Place:	
Meeting Place Telephone:	
<b>Dial 9-1-1 for Emergencies</b>	

The above cards should be filled out and kept in your wallet or purse so that emergency response personnel will know who to contact if they encounter you while you are unconscious.

