



NOTE: Layton City Emergency Guide attached at end of this Plan

EMERGENCY PREPAREDNESS PLAN

Location: _____

Address: _____

Location Type: _____

Specify: Military/Airport/Private Building/Partnering College Campus

DO NOT FILE

Keep Available for Immediate Reference

In Case of Emergency Call 911

AND

*Military locations: Insert appropriate military base security contact information
Civilian locations: Insert appropriate building, airport, or campus security contact information*

ERAU University Safety

University Safety Office: _____ **(386) 226-4926**

ERAU Safety Office-After Hours Contact: _____ **(386) 451-6398**

Updated January 2010

INTRODUCTION

EMERGENCY PREPAREDNESS AT ERAU-WORLDWIDE

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

This Emergency Preparedness Plan (EPP) template has been created to **help field personnel develop a customized local Emergency Response Plan** in order to be better prepared to protect themselves, their co-workers, and their students. **For locations situated on military installations**, this EPP template is intended to serve as a supplement to the primary military facility's emergency procedures.

ADVANCE EMERGENCY PREPARATION

- **Read this guide** thoroughly.
- **Customize local information** in the entry fields provided throughout the document.
- **If you are located on a military base**, be sure to **clearly note all areas that are superseded by the military installation's emergency procedures** and attach the appropriate military emergency plan for posting with this guide.
- **Do NOT include personal** phone numbers or **contact information** in the EPP as it will be prominently posted at your location and on ERNIE for employee and student access.
- **Post the EPP in a visible location** for immediate reference in the event of an emergency.
- **Send an electronic copy** of the customized EPP to [WWContracts](#).
- **Ensure all staff, faculty, and students are familiar with this plan** and its location.
- **Ensure all staff, faculty, and students are familiar with evacuation and exit routes.**
- **Familiarize all staff, faculty, and students with location of nearest fire extinguisher** and pull station.
- **Ensure all staff and faculty are familiar with proper use of a fire extinguisher** (see *Fire Extinguisher Instructions, page 11*).
- **Own and maintain** a fully stocked emergency **First Aid Kit** (See page 14).

If you have questions concerning a unique situation not covered in this reference or need additional emergency information, please contact the **University Safety Office at (386) 226-4926** or Dan.McCune@erau.edu. You can also visit the [University Safety web pages](#) or [Environmental Health and Safety web pages](#) on ERNIE for additional information and training.

NOTE: Subject matter is organized alphabetically and highlighted in a red box at the bottom of each page for quick reference.

INTRODUCTION

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LOCAL EMERGENCY CONTACT INFORMATION

LOCAL COMMUNITY RESPONDERS

Emergency: Dial 911

Police: _____

Fire: _____

EMS: _____

Power Company: _____

Phone Company: _____

Water Company: _____

MILITARY INSTALLATION RESPONDERS

Base Security: _____

Base Environmental/Occupational Health _____

Base Other (Health Services, etc.): _____

CIVILIAN FACILITIES RESPONDERS

Airport/Building/Campus Security: _____

Airport/Building/Campus Management: _____

Airport/Building/Campus Health Services: _____

Airport/Bldg/Campus Env/Occ Health: _____

ERAU UNIVERSITY SAFETY

University Safety Office: (386) 226-4926

Emergency Safety Contact #: (386) 226-6385 or (386) 451-6398

OTHER

LOCAL EMERGENCY CONTACT INFORMATION

ACTIVE SHOOTER

GENERAL INFORMATION (Regardless of Circumstances)

- **Call 911 or military base security** (and airport or campus security if appropriate) **as soon as possible** to alert authorities to the situation.
- **Quickly provide** authorities as much **information** as possible **regarding location** and **number of individuals sheltering**.
- **If unable to speak, leave line open** so dispatcher can hear what is taking place.

Base/Airport/Campus Security Contact: _____

- **If you decide to flee, make sure you have an escape route and a plan in mind.**
- **Do not** attempt to carry anything while fleeing. Move quickly, silently, and cautiously.
- **Do not** attempt to remove wounded/injured people .
- **Do not** try to drive away from the scene.
- If exiting the building, place your hands on your head so authorities will recognize that you are not a threat and follow emergency responders' instructions.

ACTIVE SHOOTER - ENTERS YOUR OFFICE

- **If possible, hide or escape** before the shooter enters the room.
- If not possible, negotiating *may* be an option. *Attempting to overpower the shooter with force should be considered only as a last resort.*
- **If the shooter leaves, proceed** immediately to a **safer place**.
- **Do not touch anything** that was near the shooter.

ACTIVE SHOOTER - INSIDE YOUR BUILDING

- **Close and lock all windows and doors to your immediate location, turn off all lights,** and **ensure no one is visible** from outside the room.
- **If your room cannot be locked or barricaded,** move to a location that can be reached safely and securely and follow the same procedures for securing the new location.
- Remain in place until emergency responders or other familiar individuals give an "all clear".
- Do not respond to any voice commands until you are able to verify safety with certainty (Unfamiliar voices may be the shooter attempting to lure victims from safe locations).

ACTIVE SHOOTER - OUTSIDE YOUR BUILDING

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible**.
- If possible, **proceed safely to a secure location, lock all windows and doors, turn off all lights**, and **ensure no one is visible** from outside the room.
- If not possible, get everyone down and ensure that no one is visible from outside.
- When calling authorities, provide location, number of people sheltering, etc.
- Remain in place until emergency responders or other familiar individuals give an “all clear” (Unfamiliar voices may be the shooter attempting to lure victims from safe locations).
- Do not respond to any voice commands until you are able to verify safety with certainty.

WHAT TO EXPECT FROM THE RESPONSE FORCE

- Police or military base security officers will proceed immediately to the area in which shots were last heard or reported.
- Their purpose is to stop the shooting as quickly as possible.
- They will not be stopping to assist the injured.
- If you know where the shooter is, tell them as quickly as possible.
- Rescue teams and emergency medical personnel will follow to provide aid.

REMEMBER: *When everything is over, the area will be considered a crime scene and you will be detained until all witnesses have been identified and questioned. Do not discuss events with the media as this may jeopardize others who may not yet have escaped the shooter.*

For more information on active shooter situations see:

[Shots Fired](#)

on the Safety web pages on ERNIE.

ASSAULT, CIVIL DISTURBANCE, RELATIONSHIP VIOLENCE, STALKING

ASSAULT

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible.**

Military/Airport/Campus Security: _____

- Remain with victim until emergency assistance arrives, provided it is safe to do so.

CIVIL DISTURBANCE

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible.**
- **Avoid provoking** or obstructing demonstrators.
- **Secure your area** by locking doors, safes, files, vital records, and protecting expensive equipment).
- **Avoid the area of disturbance.**
- Continue with normal routines as much as possible.
- If the disturbance is outside, stay inside and away from doors or window.
- Prepare for the possibility of evacuation or relocation.

RELATIONSHIP VIOLENCE

- **Call 911 or military base security** (and airport or campus security, if appropriate) **as soon as possible if there is a medical emergency or immediate threat.**
- Consider seeking or recommending counseling or assistance from:
 - Local counseling services
 - ERAU Employee Assistance Program (800) 272-7252
 - ERAU Human Resources (386) 226-3710

STALKING

- **Call 911 or military base security** (and airport or campus security) if appropriate **as soon as possible and seek the safety of others.**
- Do not confront an alleged stalker.
- Take note of physical characteristics and other identifiers that can be provided to authorities.

ASSAULT, CIVIL DISTURBANCE, RELATIONSHIP VIOLENCE, STALKING

BOMB THREAT RESPONSE PROCEDURES

IF YOU RECEIVE A BOMB THREAT

- **Do not hang up** – *Take The Caller Seriously.*
- **Ask:** “Where is the bomb located?”
- If known, pass information regarding where the bomb is potentially located to someone else and advise them to call 911 ASAP.
- Keep the caller on the line as long as possible.
- **Call 911 or military base security immediately after hanging up, if not called already.**
- **Write down everything you remember as soon as possible.**

ADDITIONAL QUESTIONS TO ASK THE CALLER

What does the bomb look like? _____
What will cause it to explode? _____
When will it explode? _____
What kind of bomb is it? _____
Why did you place the bomb? _____
Where are you calling from? _____
What is your address? _____
What is your name? _____

ADDITIONAL ITEMS TO NOTE

If the voice is familiar, who did it sound like? _____
Were there any background noises? _____
If known: _____ Male _____ Female Approximate age (est.) _____
Phone # at which call was received: _____
Phone # from which call was received (if known): _____
Person receiving call: _____
Exact time and date of call: _____
Additional Comments: _____

Exact words of caller: _____

DETAIL CHECKLIST

Use the following checklist to recall as many details as possible about the caller:

- | | | | |
|--|------------------------------------|-------------------------------------|---|
| Voice | Accent | Manner | Background Noise |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Local | <input type="checkbox"/> Calm | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> High Pitched | <input type="checkbox"/> Foreign | <input type="checkbox"/> Rational | <input type="checkbox"/> Bedlam |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Race | <input type="checkbox"/> Coherent | <input type="checkbox"/> Music |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Not Local | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Office Machines |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Region | <input type="checkbox"/> Righteous | <input type="checkbox"/> Mixed |
| <input type="checkbox"/> Deep | Speech | <input type="checkbox"/> Angry | <input type="checkbox"/> Street Traffic |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Fast | <input type="checkbox"/> Irrational | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Other | <input type="checkbox"/> Distinct | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Animals |
| Language | <input type="checkbox"/> Stutter | <input type="checkbox"/> Emotional | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Slurred | <input type="checkbox"/> Laughing | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Slow | Threatened Facility? | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Foul <input type="checkbox"/> | Distorted | <input type="checkbox"/> Much | <input type="checkbox"/> Party Atmosphere |
| <input type="checkbox"/> Good | <input type="checkbox"/> Nasal | <input type="checkbox"/> Some | |
| <input type="checkbox"/> Poor | <input type="checkbox"/> Lisp | | |

Additional comments: _____

EVACUATION

ADVANCE PREPARATION FOR EMERGENCIES

- **In advance of an emergency, determine** the nearest exit to your location and the best route to follow and prepare **and prominently post an evacuation route** map and instructions. **If located on a military base, post evacuation information provided by base.**
- Ensure that the posted evacuation route contains information regarding appropriate route for evacuation, central meeting location for your group, names of designated building or safety liaisons, designated staging areas, and other information relevant to proper evacuation procedures. (*See: Sample Evacuation Route Plan, page 9*).
- **If located on a military base, airport, or college campus,** obtain and post evacuation route information as determined by military, airport, or campus personnel.
- If located in privately owned building, coordinate evacuation planning with building owner or managing agent and other building tenants. If located in a private building, be sure that there are designated building liaisons.

GENERAL EVACUATION INFORMATION

- If time permits during evacuation, secure your workplace and take personal items.
- In most emergencies, complete evacuation is not necessary. However, if there is a major hazardous materials release, flood, or other MAJOR incident, it may be necessary to relocate all Embry-Riddle personnel and students to a safer location.

EVACUATION FROM A BUILDING

- Walk, do not run.
- Do not use elevators.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell. On a military base, contact appropriate military personnel for assistance.
- Gather outside at the designated evacuation meeting area where designated liaisons will account for all personnel.
- Wait for instructions from emergency personnel before returning back to any buildings.
- Do not leave your evacuation meeting area unless directed to do so, or remaining in the evacuation area threatens your safety.

“IN-PLACE” EVACUATIONS

In some instances (e.g., smoke or fire is immediately outside your room, live electrical wires bar access to the exit, the hazard causes elevators to become inoperative, or individuals with mobility disabilities are above or below ground floors) it is safer to evacuate “in-place” (meaning, move to a safer location within the building) than it is to leave a building.

If you are unable to evacuate the building:

- Depending on the cause of the problem (fire, bomb threat, active shooter, etc), see the appropriate section of this guide for suggested safety actions.
- If safe to do so, go to the nearest stairwell or inside safe location and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.
- Call 911 or appropriate military base (or airport or campus security, if appropriate), give them your name, location and the problem, and advise them that you are unable to evacuate. Follow directions of the 911 operator or military base personnel.

STAGING AREAS

In the event of a major evacuation event, you may be notified by military or civilian emergency responders regarding staging areas providing food, water, first-aid, shelter, and other relevant services. In some instances you may be given this information in advance. If this is the case, be sure to include this information in your Evacuation Plan.

PREPARING AN EVACUATION ROUTE

If your building has a prepared evacuation route, be sure to include that route in the place indicated at the end of this document (page 27). For military installations, you should obtain the approved evacuation route from the appropriate contact on base.

For locations situation on other college campuses, airports, or in privately owned buildings contact the college/university security or safety office, airport management, or the building owner (or property manager) to obtain the approved evacuation route(s).

If for some reason, your building or facility does not have a predefined evacuation route, you can obtain information on how to prepare a route through the OSHA web site at: http://www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html and can work with Embry-Riddle’s Safety Office to design and prepare an appropriate route for your location. The Safety Office can be reached at (386) 226-4926.

FIRE

IF YOU DISCOVER A FIRE OR SEE SMOKE

- If there is not a building alarm, manually **activate the closest fire alarm** pull station located near an exit.
- **Immediately exit** the building.
- **Call 911 or military base security** (and airport or campus security, if appropriate) from the nearest safe phone:

Military Base/Airport Campus Contact: _____

Designated Building Contact: _____

IF BUILDING FIRE ALARM IS ACTIVATED OR SOMEONE INFORMS YOU OF A FIRE

- Walk to the nearest exit - **DO NOT USE THE ELEVATORS.**
- If able, assist people with special needs.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Gather outside at designated areas away from the building and do not attempt to re-enter the building until authorized to do so by emergency responders.

IF CAUGHT IN SMOKE

- Drop to hands and knees and crawl towards the nearest exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.

IF TRAPPED IN A ROOM

- Close as many doors as possible between you and the fire.
- Wet and place a cloth material around or under the door to help prevent smoke from entering the room.
- If room has an outside window, be prepared to signal someone outside.

CLOTHING ON FIRE

- **Stop, Drop, and Roll** on floor to smother flame.
- Only drench with water if safety shower is immediately available.
- **Call 911 or appropriate military base personnel** to obtain medical attention.
- **Notify University safety and risk management offices as soon as possible following the incident.** Reports may be made via this hyperlink: [Accident Report Form](#) or by accessing the form at: **ERNIE>Safety/RiskManagement>Report an Accident.**

USING A FIRE EXTINGUISHER

Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you are not able to put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel are notified. **DO NOT PUT YOURSELF IN DANGER TO FIGHT A FIRE UNLESS IT IS NECESSARY TO CLEAR AN ESCAPE ROUTE.**

FIRE EXTINGUISHER QUICK TRAINING FOR EMERGENCIES

Pull safety pin from handle

Aim at base of fire

Squeeze the trigger handle

Sweep from side to side at base of fire

For an online demonstration on how to use a fire extinguisher, go to:

<http://www.youtube.com/watch?v=RS5ybC6fVY0&feature=related>

COMPLETE AND BE FAMILIAR WITH THE LOCATIONS OF THE FOLLOWING:

Designated assembly area: _____

Closest exit stairwells/egresses: _____

Closest Emergency Pull Stations: _____

Nearest Safety Shower & Eyewash Stations: _____

Nearest Telephone: _____

MAJOR ACCIDENTS

AIRCRAFT ACCIDENT

- Call 911 or military base security to report accident, location, and other details to authorities.

Designated Base Contact: _____

- Civilian sites at airport locations call designated airport contact:

Designated Airport Contact: _____

- If the accident is near your location, initiate appropriate evacuation procedures (See: "EVACUATION" section of this Emergency Preparedness Plan, pages 7 - 9).
- DO NOT approach a downed aircraft. Emergency responders will have equipment and personnel trained to respond to such incidents.
- Smoke from a burning aircraft is very toxic and should be avoided.

NOTE: When a private or commercial aircraft is involved in an accident, the National Transportation Safety Board (NTSB) is the agency of jurisdiction. No one will be permitted within a five hundred foot radius of the aircraft.

MOTOR VEHICLE ACCIDENT

(Involving injuries)

- Call 911 or military base security (and airport or campus security, if appropriate) to report the accident and details to local authorities.

Designated Base Contact: _____

Designated Airport/Security Contact: _____

- Remain on the scene until released by paramedics or local authorities.
- Look for hazards that could affect you, other campus personnel or students, or responding emergency personnel (fuel, chemicals, etc.) and report this information to emergency response operators.
- DO NOT attempt to move injured persons unless it is more dangerous to leave them where they are.
- Do not put yourself in extreme danger of injury.
- Attempt to keep victims calm and reassure them that assistance is on the way.
- Notify arriving emergency response personnel of number of injured, locations, etc.

MAJOR ACCIDENTS

MEDICAL EMERGENCIES AND INURIES

In the event of a medical emergency, contact 911 or military base security and/or emergency health care emergency response personnel immediately. Locations on airports and/or college campuses may also have access to airport or college campus health care professionals and should contact those responders if possible.

Military/Airport/Campus Contact: _____

SERIOUS INJURIES OR ILLNESS

- **Call 911 or designated military base health care emergency responders** and seek emergency treatment from appropriate health care professionals immediately for all serious injuries.
- If you are properly trained in CPR or the Heimlich Maneuver and the situation requires one of these emergency response procedures, proceed accordingly.
- **DO NOT initiate emergency response procedures for which you have not been properly trained.**
- Make the victim as comfortable as possible while waiting for emergency responders.

HEAT RELATED ILLNESS

- Get victim to a cool place.
- Loosen tight clothing.
- Apply cool, wet cloths to the skin.
- Fan the victim.
- If victim is conscious, give cool (not cold) water to drink.
- Obtain medical attention immediately through appropriate resources.

MINOR CUTS & PUNCTURES

- Vigorously wash injury with soap and water for several minutes.
- Obtain medical attention through appropriate resources.
- If impaled by a foreign object – **DO NOT REMOVE THE OBJECT.** Seek medical attention immediately.

Notify the university safety and risk management offices as possible following all medical emergencies and/or injuries. Reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE on the University Safety pages at: **ERNIE>SAFETY/RISKMANAGMENT>REPORTAN ACCIDENT.**

FIRST AID KIT PREPARATION AND MAINTENANCE

Each Worldwide location should maintain a fully stocked first aid kit for use in handling minor illnesses and injuries. In addition, all locations should possess a back up light source, such as a flashlight or LED lighting.

The American Red Cross provides guidelines for stocking a first aid kit: The following is an excerpt from its web pages:

“Check kit regularly. Make sure flashlight batteries work. Check expiration dates and replace any used or out-of-date contents. The Red Cross recommends that all first aid kits [for a family of approximately four] include the following:

- 2 absorbent compress dressings (5 x 9 inches)
- 25 adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets (approximately 1 gram)
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 blanket (space blanket)
- 1 breathing barrier (with one-way valve)
- 1 instant cold compress
- 2 pair of nonlatex gloves (size: large)
- 2 hydrocortisone ointment packets (approximately 1 gram each)
- Scissors
- 1 roller bandage (3 inches wide)
- 1 roller bandage (4 inches wide)
- 5 sterile gauze pads (3 x 3 inches)
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/nonglass)
- 2 triangular bandages
- Tweezers
- First aid instruction booklet“

Recommended quantities should be adjusted based on the average number of individuals at each location, keeping in mind that you are stocking the first aid kit to deal with day-to-day minor injuries in the classroom or office as opposed to preparing for treatment of mass injuries in the event of a large scale disaster.

Additional information can be obtained at:

<http://www.redcross.org/services/hss/lifeline/fakit.html>

NATURAL DISASTER / INCLEMENT WEATHER EARTHQUAKE

INDOORS

- STAY INDOORS, do not exit building or use elevators.
- TAKE COVER under table, desk or doorway, if possible.
- STAY AWAY from all windows and large glass objects.
- AVOID being under heavier objects such as lights, wall hangings and other items, which may fall.
- HELP DIRECT people with special needs to a safe place, if necessary.
- WHEELCHAIR bound individuals should lock brakes.

OUTDOORS

- Move to an area AWAY FROM trees, buildings, walls, and power lines.
- DROP TO KNEES and get into a fetal position. Close your eyes and cross your arms over the back of your neck for protection.
- REMAIN in position until shaking has stopped.

AFTER SHAKING STOPS

- DO NOT USE cell phones, EXCEPT to report serious injuries.
- ASSIST in the evacuation of people with special needs, if safe to do so.
- TUNE radios to an emergency broadcast or local radio stations for news updates and instructions.

LOCAL EMERGENCY BROADCAST STATION:

- BE PREPARED to evacuate if appropriate (based on the severity of the earthquake and damage to buildings) or if instructed to do by local authorities
(See “EVACUATION” section of this guide, pages7- 9)
- DO NOT ENTER any building that is deemed or looks UNSAFE
- Report incident to University Safety Office at (386) 226-4926; (386) 451-6398 after hours.
- **In the event of injuries, notify university safety and risk management as possible.** Reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE on the University Safety pages at:
ERNIE>SAFETY/RISKMANAGEMENT>REPORTAN ACCIDENT

NATURAL DISASTER / INCLEMENT WEATHER FLOOD

MAJOR OR MINOR IMMINENT FLOODING

Major flooding is the result of extraordinary overflow of local rivers or creeks. Depending on our location, likelihood of this will vary.

Minor flooding is the result of major rainstorms or a waterline break and is more likely to occur at any location.

While there may be some differences in the monitoring of flooding in your area, basic personal safety procedures will be similar.

PREPARING AHEAD FOR THE POSSIBILITY OF FLOODING

- Be aware of local flood plain information and your location within those areas.
- In the event your site is located in a flood plain, be aware of local evacuation procedures and incorporate that information into your evacuation route and planning.
- Be aware of and incorporate relevant military base, airport, or college campus evacuation information into your planning.
- Ensure that the evacuation route for your location (including local flood evacuation Information if applicable) is prominently posted and that all personnel and students are familiar with evacuation routes.
- Monitor national and local weather services and other emergency advisories to be aware of local weather conditions and possible threats.
- *Complete the information below regarding your local weather advisory services so this information is readily available in an emergency.*

NATIONAL WEATHER SERVICE (NOAA)

<http://www.nws.noaa.gov/>

LOCAL NATIONAL WEATHER SERVICE (NWS)

To find your local National Weather Service (NWS) contact, go to:

<http://www.nws.noaa.gov/stormready/contact.htm>

Click on your state. Insert contact information below for quick reference.

Local NWS Contact: _____

OTHER LOCAL WEATHER ADVISORY INFORMATION

Local news/weather stations: _____

Military/Airport/Campus advisory channels: _____

Other: _____

IN THE EVENT OF A FLOOD IN YOUR IMMEDIATE AREA

- Continue to monitor national and local weather services and other emergency advisories to determine necessary action, such as evacuation, cancellation of classes, etc. as the situation progresses.
- If evacuation is required and if safety and time permit, protect all equipment, records, etc. (lock, elevate, other actions as appropriate) and shut off all electrical equipment prior to leaving the premises.
- **If located on a military installation, follow instructions and protocols provided by military personnel.**
- DO NOT return to your location until local authorities or military personnel permit.

NATURAL DISASTER / INCLEMENT WEATHER

HAIL, LIGHTNING

HAIL

- **Seek protective shelter** immediately.
- **Remain indoors** or under protective shelter until hail has stopped, usually 5 to 10 minutes.

LIGHTNING

- **Seek protective shelter** immediately.
- If outdoors, do not stand beneath tall isolated objects.
- Avoid projecting above the surrounding landscape.
- Seek shelter in a low area under a thick growth of small trees.
- In open areas, seek low areas such as a ravine or valley.
- Get off of or away from open water as well as metal equipment or small metal vehicles such as motorcycles, golf carts, etc.
- Stay away from wire fences, clotheslines, metal pipes, and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.
- **REMEMBER** - lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. **DROP TO YOUR KNEES** and **BEND FORWARD**, putting your hands on your knees. Do not lie flat on the ground.

NATURAL DISASTER / INCLEMENT WEATHER TORNADOS, THURNDERSTORMS, MICROBURSTS

GENERAL INFORMATION

- **A TORNADO WATCH** means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.
- **A TORNADO WARNING** is an URGENT announcement that a tornado has been reported and warns you to take immediate action to protect life and property.
- **A MICROBURST** (also referred to as a downburst) is a localized, intense downdraft that produces damaging, divergent winds at the ground surface. A microburst is capable of producing winds of more than 100 mph lasting 5 to 15 minutes.

Basic safety processes will be the same for all three of these situations.

INDOORS

- **Stay indoors.** Do not exit building. Do not use elevators as you could be trapped in them if the power is lost.
- **Locate an interior room.**
- **Go directly to an enclosed, windowless area in the center of the building.** Corners or building support columns are best. Interior stairwells are also good places to take shelter, and, if not crowded, allow you to get to a lower level quickly. Avoid middle of exterior walls.
- **Help direct people with special needs** to a safe place, if necessary.
- **Stay away from all windows** and large glass objects.
- **Crouch down** and **cover your head.**
- **Avoid being underneath heavier objects** such as lights, wall hangings, and other items that may fall.
- **Remain inside** until tornado or storm has passed or cleared to leave.
- **Do not use matches or lighters,** in case of leaking natural gas pipes or fuel tanks.
- **Evacuate if instructed to do so.** See “EVACUATION” section of this guide.

OUTDOORS

- **Move away from** trees, buildings, walls and power lines.
- **Seek** the **lowest** possible **ground**, i.e., ditch, small trench, etc. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a cave in or flooding may be possible.
- **Stay away from power lines and puddles** with wires in them; they may be “live”.
- **Do not use matches or lighters**, in case of leaking gas pipes or fuel tanks.
- **Remain in position until “noise and high winds” have stopped.**
- **Do not enter any building that is deemed or looks unsafe.**
- Follow instructions of emergency responders for immediate actions before and following the tornado.

POWER OUTAGE

PLANNING AHEAD FOR POWER OUTAGES

Although many facilities will have emergency generators that may provide power and lighting, all locations should:

- **Maintain backup flashlights or alternative LED lighting** for use in the event of a power outage. (*Do NOT use candles* or other types of flames for lighting).
- **Ensure that all faculty, staff, and students are aware of the location** of these items.
- **Prominently post evacuation routes** in the event evacuation is required.

Location of Evacuation Route: _____

- Contact local power company or military base and airport, building, and local college contacts, as appropriate.

Local Power Company Contact: _____

Base/Airport/Building/College Contact: _____

IN THE EVENT OF A LOCAL POWER OUTAGE

- **Initiate alternative lighting** if generator lighting is not available in your location.
- **Report power outage** to local power company or military base contact.
- **Unplug all electrical equipment** (including computers) and **turn off light** switches.
- **Evacuate if necessary**, using appropriate evacuation route.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR

- Ask passengers to remain calm.
- If elevator has phone capability, instruct passengers to use the emergency phone in the elevator so they can provide direct information to the emergency responders.
- If elevator does not have phone capability, attempt to reach emergency responders via cell phone or other means on behalf of passengers.
- Call 911 or military base security if no other options are available.
- Stay near passengers until emergency responders arrive, provided it is safe to stay in the building.

POWER OUTAGE

SPILLS / HAZARDOUS MATERIALS INCIDENTS GENERAL

A **hazardous materials incident** is a spill of chemicals (liquid or solids), hazardous waste, or fuel oils (diesel or gasoline). While most ERAU Worldwide locations are not directly involved in handling hazardous materials, some locations are situated on military bases or on or near airports where hazardous materials may be present. At these locations, campus and office personnel should make note of where any hazardous materials may be in relation to their sites and be familiar with the information in this section and all information provided by the facility in which they are located so that they can respond quickly in the event of a hazardous spill.

University safety and risk management offices should be notified as soon as possible following any hazardous materials incident. University Safety can be reached at (386) 226-4926 (After hours: (386)451-6398) Injury reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE at: ERNIE>SAFETY/RISKMANAGEMENT>REPORT AN ACCIDENT

**IN CASE OF A MAJOR, HAZARDOUS SPILL
IMMEDIATELY CALL 911 or MILITARY BASE OFFICIALS
and APPROPRIATE AIRPORT OFFICIALS**

FOR A MAJOR SPILL OR LEAK

- Activate the nearest fire alarm if this has not already been done by those near the spill.
- Immediately evacuate the area, closing doors behind you.
- **CALL 911 or appropriate military base and appropriate airport authorities.**
- **DO NOT** attempt to clean up the spill yourself.

FOR A MINOR SPILL OR LEAK

- Contact appropriate military base or airport authorities.
- Alert people in your immediate area of the spill.

CHEMICAL SPILL ON BODY

- Flood exposed area with running water from faucet or safety shower for at least 15 minutes.
- Remove contaminated clothing at once. Seal in plastic bag. Avoid contact with eyes.
- Make sure chemical has not accumulated in shoes or under jewelry.
- If no visible burn, check MSDS to determine if delayed effects may be expected.
- Obtain immediate medical attention – even for minor chemical burns.

Designated Military Base/Airport Contact: _____

The ERAU Environmental Safety and Health Department has personnel trained in the proper clean-up and containment of minor hazardous spills or releases. Again, while most ERAU Worldwide locations are not directly involved in handling hazardous materials in any way and it is highly unlikely that you will be directly responsible for dealing with a hazardous spill or release, in the event you do find yourself in this situation, the ERAU Environmental Safety and Health Department can be reached at (386) 226-4926 8:00 a.m. to 5: p.m. (EST) Monday through Friday and at (386) 451-6398 all other hours.

For more information regarding hazardous materials, see:
[Hazardous Materials](#) on the Environment Health & Safety Web Pages on ERNIE

**IF LOCATED ON A MILITARY BASE
OR AIRPORT, BE FAMILIAR WITH THE FOLLOWING**

- Location of Spill Response Kit.
 - Location of nearest safety shower.
 - Location of nearest eyewash.
 - Location of telephone.
 - Location of Material Safety Data Sheets (MSDS).
-

SPILLS / HAZARDOUS MATERIALS INCIDENTS

RADIATION SPILLS

While ERAU Worldwide locations do not directly handle radioactive materials, some locations are situated on military bases or on or near airports where radioactive materials may be present. At these locations, campus and office personnel should make note of where any radioactive materials may be in relation to their sites and be familiar with the information in this section so that they can respond quickly in the event of a radioactive spill.

In all emergency situations the primary concern must always be the protection of personnel from radiation and non-radiation hazards. The secondary concern is to confine contamination. Medical assistance should not be withheld or delayed because of contamination of personnel by radioactive material.

University safety and risk management offices should be notified as soon as possible following any hazardous materials incident. The University Safety Office can be reached at (386) 226-4926 8:00 a.m. to 5:00 p.m. (EST) Monday through Friday and at (386) 451-6398 all other hours. Injury reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE at:

ERNIE>SAFETY/RISKMANAGEMENT>REPORT AN ACCIDENT

SPILLS

- Contact 911 or military base security and airport security personnel immediately.

Designated Base or Airport Contact: _____

- Notify all other persons in the room at once.
- Confine the spill immediately, but make no attempt to clean up the spill.
- For liquid spills, don protective gloves and place absorbent paper on the spill.
- For dry spills, don protective gloves and place lightly moistened absorbent paper on the spill, taking care not to spread contamination.
- If the spill is on the skin, flush thoroughly with water. If the spill is on the clothing, discard outer clothing at once.
- Permit no one to resume work in the area or leave the premises without approval of appropriate local authorities.

INCIDENTS INVOLVING RADIOACTIVE DUSTS, MISTS, FUMES, ORGANIC VAPORS AND GASES

- **Contact 911 or military base security and airport security personnel immediately**

Designated Base or Airport Contact: _____

- Notify all personnel to vacate the room immediately.
- Hold breath, close all windows and escape valves, and switch off circulating air.
- Close and lock all access doors - post guards to prevent accidental opening of doors if necessary.
- **Do not re-enter the room or permit anyone to leave the premises without approval from military base personnel or other appropriate local authorities.**

INJURIES TO PERSONNEL INVOLVING RADIATION HAZARDS

- Wash minor wounds immediately under running water.
- Report all radiation accidents (wound, over exposure, ingestion, and inhalation) to appropriate military base and airport personnel.
- Call 911 or appropriate military base personnel to obtain emergency medical attention.
- **Do not permit personnel involved in a radiation injury incident to return to work or leave the premises without approval from military personnel or appropriate local authorities.**

SPILL ON THE BODY

- Remove contaminated clothing.
- Rinse exposed area thoroughly with water.
- **Call 911 or appropriate military base personnel and obtain medical attention.**
- **Do not permit personnel involved in incident to return to work or leave the premises without approval from appropriate military personnel or local authorities.**

BURNS

- **Call 911 or appropriate military base personnel and obtain medical attention.**
- **Do not permit personnel involved in incident to return to work or leave the premises without approval from appropriate military personnel or local authorities.**

IF LOCATED ON A MILITARY BASE OR AIRPORT BE FAMILIAR WITH THE FOLLOWING

- Location of Spill Response Kit.
- Location of nearest safety shower.
- Location of nearest eyewash.
- Location of telephone.
- Location of Material Safety Data Sheets (MSDS).

SPILLS/HAZARDOUS MATERIALS INCIDENTS

BIOLOGICAL SPILLS

While ERAU Worldwide locations do not directly handle biological materials, some locations may be situated on military bases or on or near airports where biological materials may be present. At these locations, campus and office personnel should make note of where any biological materials may be in relation to their sites and be familiar with the information in this section so that they can respond quickly in the event of a biological spill.

If you become aware of any biological spill, first notify others in your area so they will not unknowingly spread the contamination. In the event of a spill of large volume or a spill of organisms transmitted by inhalation when aerosolized, call 911 or designated military base personnel and appropriate airport personnel.

University safety and risk management offices should be notified as soon as possible following any incidents. University Safety can be reached at (386) 226-4926 8:00 a.m. to 5:00 p.m. (EST) and at (386)451-6389 all other hours. Injury reports may be made using this hyperlink: [Accident Report Form](#) or by accessing the Accident Report Form on ERNIE at:

ERNIE>SAFETY/RISKMANAGEMENT>REPORT AN ACCIDENT

SPILL ON BODY

- **Contact 911 or appropriate military base and airport personnel as appropriate**
- Notify emergency responders if you are contaminated.
- Remove contaminated clothing. Place in plastic bag, seal, and save it.
- Vigorously wash exposed area with soap and water for 1 minute while waiting for responders
- Obtain immediate medical attention from emergency responders.

LOCATION OF CLOSEST EMERGENCY ROOM:

IF LOCATED ON A MILITARY BASE OR AIRPORT BE FAMILIAR WITH THE FOLLOWING

- Location of Spill Response Kit _____
- Location of nearest safety shower _____
- Location of nearest eyewash _____
- Location of telephone _____
- Location of Material Safety Data Sheets (MSDS) _____

BIOLOGICAL SPILLS

SUSPICIOUS PACKAGE

If you receive or discover a suspicious package or foreign device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT

**IMMEDIATELY DIAL 911 or MILITARY BASE SECURITY
AND APPROPRIATE AIRPORT PERSONNEL**

LETTER AND PARCEL BOMB RECOGNITION CHECKLIST

INSPECTION OF PACKAGES – LOOK FOR

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “confidential” or “personal”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discolorations on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or foil.
- Excessive tape or string.
- Visual distractions.
- No return address.

HANDLING SUSPICIOUS PACKAGES

- Do not open or shake the package.
- Do not carry or show to others.
- Do not sniff, touch, taste.
- Do place on stable surface, preferable a Bio-Safety Cabinet.
- Do alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or guarding.
- Wash hands with soap and water.
- Create a list of persons in the room where the package was received.

SUSPICIOUS PACKAGE

ADDENDUM 1 EVACUATION ROUTE

See evacuation route at end of document

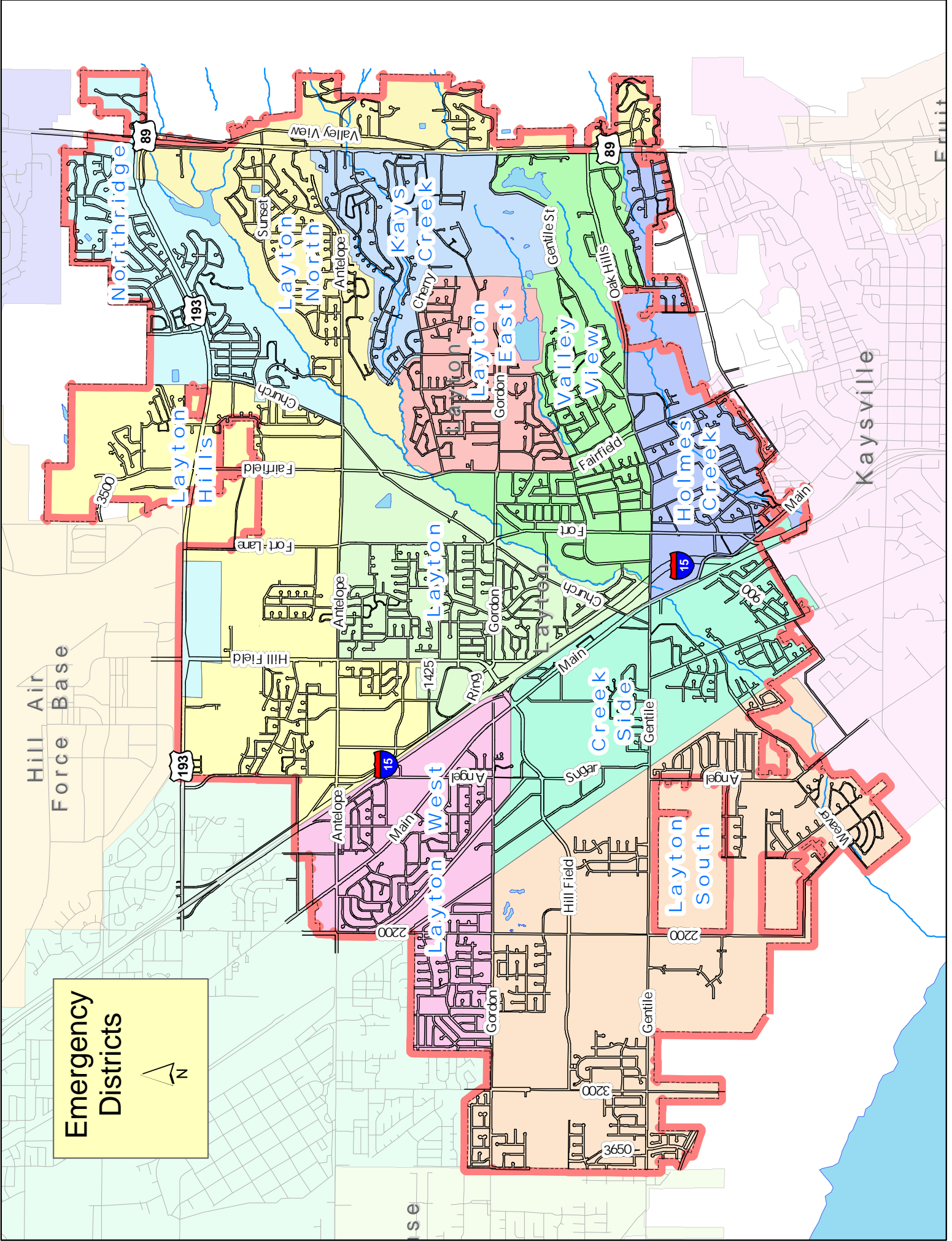
ADDENDUM 2

UNIQUE LOCAL GEOGRAPHIC ISSUES

Add any particular local geographic events or issues that may apply, such as landslides, mudslides, tsunamis, etc.

The University Safety Office can assist with development of planning for local geographic events or issues.

Emergency Districts



Hill Air Force Base

Kaysville

Layton North

Layton Hills

Layton West

Layton South

Layton East

Layton Valley View

Layton Creek Side

Layton Holmes Creek

89

193

89

193

15

3500

2200

2200

3200

3650

Northridge

Sunset

Valley View

Cherry Creek

Kays

Antelope

Gentile St

Oak Hills

Church

Fairfield

Gordon

East

Valley View

Fort

Main

Hill Field

Antelope

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PREPARING FOR AN EMERGENCY

A FAMILY PREPAREDNESS GUIDE FOR RESIDENTS OF LAYTON CITY



**This guide was prepared by the
Brigham City Emergency Services Department
and modified by the
Layton Management Services Department
for the residents of Layton**

When an Emergency Happens... use your plan.

Where Will You or Your Family Be When an Emergency or Disaster Strikes? Emergencies and disasters strike quickly and without warning and can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services — water, gas, electricity or telephones — were cut off?

Layton City and other local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. If disaster strikes, you need to know how to take care of yourself and your family. This self-reliance is important because local officials and relief workers may not be able to reach everyone for twelve to 72 hours.

People can cope with disaster by preparing in advance and with families working together as a team. Preparing for a disaster or emergency is a responsibility that begins with each individual. We cannot control all the emergencies that will occur in our lives, but we can be ready to face them by knowing what to do and taking action to prepare.

Two things that will always help you in an emergency or disaster are **clear thinking** and **quick reactions**. If you can stay calm in a crisis, you'll be better able to make the right decisions. Once you decide the best action to take in a particular situation, do it! There's no room for hesitation in a disaster or emergency.

This booklet will help you and your family develop an emergency plan, assemble an emergency kit, and provide basic information on what to do before, during, and after an emergency. Even though the emergency may be across town and not affect your family directly, by having an emergency plan you may be able to help others affected by the emergency.

What's Inside this Booklet?

Knowing what to do is your best protection and your responsibility!

Section 1: UNDERSTAND WHAT COULD HAPPEN

Section 2: CREATE AN EMERGENCY/DISASTER PLAN

Shelter in Place

Evacuation

Section 3: SUPPLIES AND PREPAREDNESS PLAN

Food/Water and Medical Supplies

Section 4: WHAT TO DO BEFORE AND DURING THE EMERGENCY

How to make your home safer

What to do during an earthquake

Where to go for information and help

Section 1

Understand What Could Happen



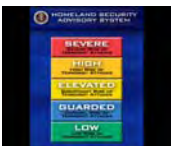
FLOOD—Floods can occur in Layton City as a result of heavy storms or failure of water storage facilities. Most injuries and death occur from drowning and structure collapse. Major flooding usually results in an evacuation order. Citizen response to impending flood warnings should be immediate and according to directions from Emergency Service personnel.



EARTHQUAKE—Layton City is in a major earthquake zone. The actual movement or shaking of the earth can last from several seconds to over a minute. As frightening as it is, it is seldom the direct cause of injury or death. The ground does not open up and swallow neighborhoods or homes. Most casualties result from falling objects and debris, splintering glass and fires. Although construction and other technical steps can be taken to reduce damage in an earthquake, the most important preparations the citizen can take relate to steps taken **AFTER** the earthquake is over.



HAZARDOUS MATERIAL ACCIDENT—Layton City is immediately adjacent to three major state transportation arteries; Interstate 15, Highway 89, and the Union Pacific Railroad line. Vehicles traveling these arteries often carry potentially environmentally hazardous materials. Although generally safe, the potential exists for an accident, which could result in an emergency incident. Citizen response to this type of emergency may result in an evacuation, or shelter in place order. The best plan is to move away from the emergency scene and listen for other instructions.



TERRORIST ATTACKS—Although an extremely unlikely event in Layton City, having an emergency plan can provide you with vital information regardless of where you are.



HIGH WINDS—Layton City has experienced high winds over 100 miles per hour. Damage and casualties are usually a result of flying debris and glass, falling trees, and electrocution due to downed power lines. Generally citizens are safe in their homes or vehicles but high winds can result in interruption of vital services such as electricity, gas, or water.



OTHER EMERGENCIES—For various reasons we may experience situations where public utilities such as gas, water, and power may be interrupted. Depending on the time of year, these interruptions may or may not be considered an emergency situation. Citizen response to these events should include alternative sources for these utilities and protection from weather conditions, which may make the situation more dangerous.

"OK, I'm ready for anything!"



Section 2

Create an Emergency/Disaster Plan

Meet with Your Family

Discuss the types of disasters and emergencies that are most likely to happen and what to do in each case. Explain the dangers to children and plan to share the responsibilities, working as a team. If you have in-home childcare, include the caregiver in your plan.

Determine Where to Meet

1. A place right outside your home in case of a sudden emergency, like a fire.
2. A location outside your neighborhood in case you can't return home. Make wallet cards, so everyone will know the address and phone number of the place where you are to meet. For older children, select a "safe house" in areas they frequent — until it is safe to meet.

Have an "Out-of-Town" Contact

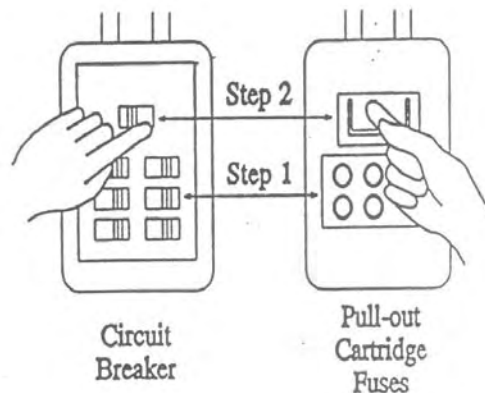
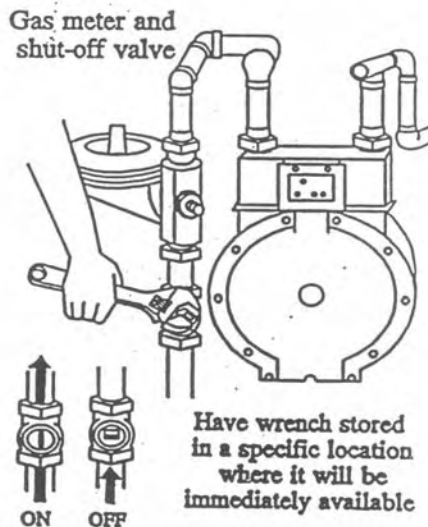
Ask an out-of-town friend or relative to be your contact. After a disaster, it's often easier to call long distance. Only call one contact and have them inform other family members of your safety to reduce the time you spend on the phone. Other family members should call this person and tell them where they are. Everyone must know the contact's phone number and cell phone number if they have one. Note: If telephones are not working, try e-mail. Sometimes e-mail gets through when calls cannot. Be aware that cell phones are often overloaded during and immediately after an emergency, so it is important to know "land line" phone numbers as well.

What to Do if an Emergency/Disaster Strikes

1. If the disaster occurs near you, be prepared to give first aid and get help for seriously injured people. (see Section three for first aid helps)
2. If the emergency occurs while you are at home, check for damage using a flashlight. Do not light matches or candles or turn on electrical switches. **Only call 911 if there is a threat to life or other serious emergency!!!**
3. Check for fires, electrical and other household hazards. Be aware that spilled bleaches, gasoline and other liquids may produce deadly fumes when chemicals mix, or be a fire hazard. Get advice from emergency personnel on how to clean up spilled liquids, especially if there are noxious fumes.
4. **NATURAL GAS**—Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows and get everyone outside quickly. If there is significant structural damage to your home turn off the gas.

The meter shut-off valve is located next to the meter. Use the wrench to turn the valve a quarter turn in either direction to the “off” position. As soon as practical notify the gas company or emergency services of the gas leak. **DO NOT** attempt to turn the gas back on!!!

Depending on the severity of the earthquake and damage and the number of meters that have been turned off, you may have to wait some time for your gas service to be restored, even if there is no damage to the gas pipelines in your area.

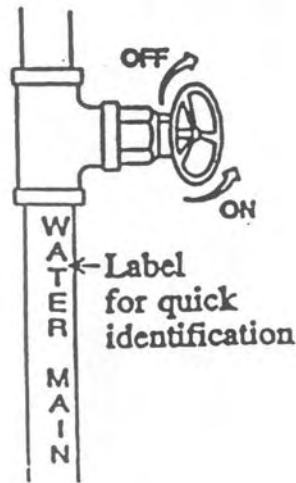


5. ELECTRICITY After the earthquake, inspect your home to ensure it has not been weakened or significantly damaged. If it has, leave the building. If there are downed lines in your neighborhood, **DO NOT TOUCH, STAY AWAY!!!!** If you are in a vehicle trapped by down lines stay in the vehicle and wait for help.

If you see or hear electrical sparking, **DO NOT** touch or attempt to operate any electrical appliances or switches. Locate the electric meter on the outside of your house. If it is damaged or sparking, **DO NOT TOUCH.**

If possible, locate the electrical service panel inside your home. Open the metal panel on the box and turn the switches to the “off” position or pull out the main fuse. If you are unable to locate the internal service panel, find the outside electrical “meter” box and turn the switch to “off”. Only have qualified city power staff or electricians turn the power back on.

4. **WATER**—Water leaks and breaks, although somewhat harmless, can reduce water pressure needed for fire fighting and supply of water if pumping and treatment services are interrupted. If you find water leaks inside your home or in the supply line between your home and meter, the water valves should be turned off and used only as needed.



6. Make plans for your pets if you need to evacuate. Do not leave them outside. If you do not need to evacuate, confine or secure your pets. They may become frightened too, and may run away or bite someone.

7. Check on your neighbors, especially those who are elderly or disabled.

8. Call your family contact — do not use the telephone again unless it is a life-threatening emergency.

If Children are in School During a Disaster or Emergency

Check the local media for announcements about changes in school openings and closings. Parents can always pick up their children during the school day, but sometimes the safest place might be the school itself. For older children who self-transport, tell them to follow the instructions of authorities.

Look to Your Neighbors

Working with neighbors can save lives and property. Know your neighbors' skills (i.e., medical, technical) and consider how you can help neighbors with special needs, such as disabled or elderly persons. Make plans for childcare in case parents can't get home.

Know What to Do:

In an Evacuation

1. Listen to your battery-powered radio and follow the instructions of local emergency officials.
2. Wear protective clothing and sturdy shoes.
3. Take your Disaster Supplies Kit. This is described in Section 3 below.
4. Listen to your battery-powered radio or car radio and use travel routes specified by local authorities - don't use shortcuts because certain areas may be impassable or dangerous.
5. If you do not own a vehicle or drive, learn in advance what your community's arrangements are for those without private transportation.

If Told to "Shelter-in-Place"

Local officials may ask residents to shelter-in-place during a chemical or hazardous materials emergency. This means you must remain in your home or office and protect yourself there.

1. Lock all windows and exterior doors and close vents and fireplace dampers. Turn off all fans and heating and air conditioning systems.
2. Get your disaster supplies kit and make sure the battery-powered radio is working.
3. Go to an interior room without windows that is above ground level. Some chemicals are heavier than air and may seep into basements.
4. Using duct tape, seal all cracks around the door and any vents into the room. Include spaces around pipes.
5. Listen to the radio or television until you are told all is safe or you are told to evacuate.

Evacuation Procedures

The map below highlights the primary routes to and from Layton City. In the event an evacuation is ordered, Emergency Service officials will direct you which areas are to be evacuated and by which routes.



In the event an evacuation is ordered, citizens are generally requested to use one vehicle and avoid trying to evacuate with boats, trailers, and other tow behind equipment. Obey all traffic and speed laws and emergency personnel.

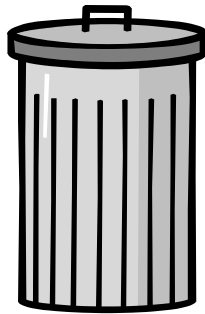
Section 3

EMERGENCY “GO KIT” AND SUPPLIES

Many, if not most emergencies or disasters, will have significant impact on the availability of essential services such as power, water, and gas. Additionally, supplies of food may be limited for a period of time. For this reason, as part of your plan you should acquire certain vital supplies to assist you during the emergency. Some of these supplies should be maintained in an EMERGENCY GO KIT which can be taken with you in the event of an evacuation or if your residence becomes uninhabitable.

Your kit can be in a duffel bag, backpack, large plastic tub, unused suitcases, or even a large plastic trashcan. Place the kit in a convenient place known to all family members.

Develop a “mini version” for each car. Remember to rotate the water, food and batteries.



THERE ARE SIX BASICS YOU SHOULD STOCK IN THE EVENT OF AN EMERGENCY AND A 72 HOUR “GO KIT”

- ✓ WATER
- ✓ FOOD
- ✓ FIRST AID SUPPLIES
- ✓ CLOTHING AND BEDDING
- ✓ TOOLS AND EMERGENCY SUPPLIES
- ✓ SPECIAL ITEMS



WATER

WHY—We can survive without food for several days, but only for a short time without water. A two-week supply of water is recommended for your home. Minimally 72 hours of water should be available in your EMERGENCY GO KIT. Canned juices are equally important.

HOW MUCH—Store one gallon of water per person per day. Two quarts for drinking and two quarts for food preparation and sanitation. Very hot weather, nursing mothers and children may require more.

HOW—Make sure the water storage container you plan to use is of food grade quality, such as 2-liter soda bottles, with tight-fitting screw-cap lids. Milk containers are not recommended because they do not seal well. Glass can break and cartons decompose. It is important to change and replace stored water every six months or more frequently.

HOW TO PURIFY—BOIL vigorously for 10 minutes. Add unscented bleach at the following rate:

AMOUNT OF WATER	CLEAR WATER	CLOUDY WATER
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon

Don't forget the water stored in the hot water tank and melted ice cubes, and the water in the toilet tank (not bowl) can be used for drinking.



FOOD

You can collect and store as much food as you want as long as it is kept reasonably fresh by rotating it. However, at least three days of food for each family member should be collected and set aside as part of the EMERGENCY GO KIT.

It is important to remember several things about nutrition during an emergency or disaster.

- ✓ Make sure you eat at least one “square meal” a day.
- ✓ Drink adequate amounts of water or juices.

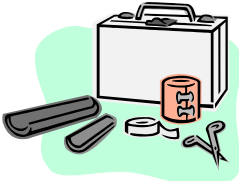
- ✓ Varieties of food may be limited but calorie intake should be ample in order to meet energy needs, especially if engaged in vigorous activity or in cold weather.
- ✓ Always rotate your “disaster” foods from time to time; date and rotate them to keep them fresh.
- ✓ In choosing your foods “experiment” with your family to see what foods you will eat and how to prepare them in an emergency situation.

Select foods that require little or no preparation or cooking or water. If you purchase food, which needs to be cooked, remember to include in your EMERGENCY GO KIT a camp type stove. Select foods, which are also lightweight. Some examples are:

- Ready-to eat canned meats, fish, fruits and vegetables, chili, pork & beans
- Canned juices, milk, soup
- Staples—sugar, salt, pepper
- High-energy foods—peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Food for infants, elderly persons or persons on special diets
- Comfort/stress foods--cookies, hard candy, sweetened cereals, lollipops, coffee, cocoa

Don’t forget, if your home is not damaged, use the food items that may be in the refrigerator or freezer first. Foods will stay frozen for many hours depending on how often the freezer is opened.

FIRST AID SUPPLIES



First aid and medical supplies are an essential part of any preparedness plan and EMERGENCY GO KIT. They are not expensive and can be put in a fanny pack, tackle box, or small duffle bag. If you have more than one car consider making a kit for each. Although you or your family may not need medical attention, a neighbor may. A first aid kit should include:

- | | |
|---|--|
| <input type="checkbox"/> Sterile adhesive bandages assorted sizes | <input type="checkbox"/> Assorted sizes of safety pins |
| <input type="checkbox"/> 2x2” gauze pads (4-6) | <input type="checkbox"/> Cleansing agent/soap |
| <input type="checkbox"/> 4x4” gauze pads (4-6) | <input type="checkbox"/> Latex gloves (2-4 pair) |
| <input type="checkbox"/> Medical tape | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Triangular bandages (3) | <input type="checkbox"/> 3” roller bandages (3) |
| <input type="checkbox"/> Scissors | |

- Tweezers
- Needle
- Moist towelettes
- Antiseptic
- Thermometer
- Tongue depressors
- Petroleum jelly other lubricant

Non-prescription drugs

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for upset stomach)
- Syrup of Ipecac (to induce vomiting, if instructed by Poison Control)
- Laxative
- Activated Charcoal (use if instructed by Poison Control)

First aid basics

Contact your local Red Cross chapter to obtain a basic first aid manual.

First Aid and CPR classes are routinely available in Layton City. You are strongly encouraged to register for an upcoming class.

Call 911 or send someone for help if there is a medical emergency. There are three basics to providing first aid...

Airway--- If the patient is conscious, talking, or breathing, the airway is assumed to be clear. Do not move the patient unless there is immediate danger of additional injury or harm. If the patient is not breathing, make sure there are no obstructions in the victim's mouth. Reposition the patient on his or her back making sure to keep the head in line with the patient's spine and turn as one unit.

Breathing--- If upon repositioning the patient, they do not start to breathe, begin mouth-to-mouth resuscitation.

Circulation--- Circulation includes the pumping of the heart as well as controlling bleeding. If no pulse is detected CPR is required. Most bleeding can be controlled by a bandage and direct pressure. Do not remove bandages if bleeding is not controlled, add another layer of bandage. If bleeding is still not controlled, apply pressure to circulatory pressure points shown in the following diagram.

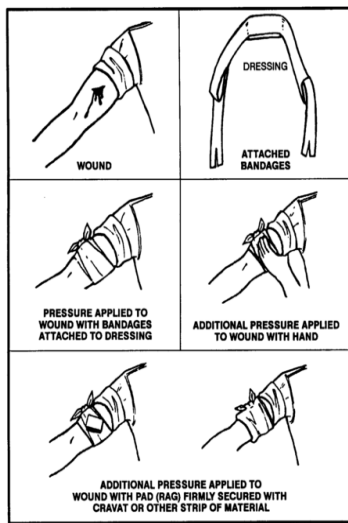
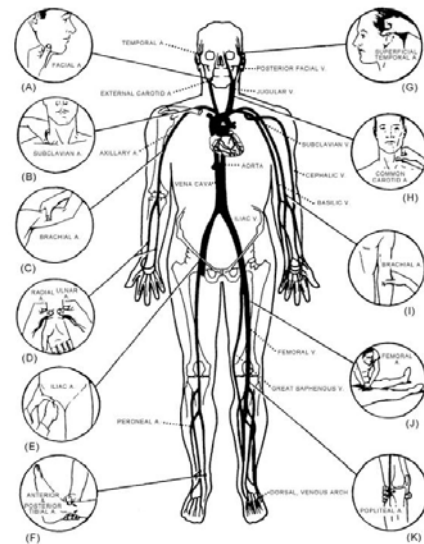


Figure 4-2. Application of a pressure dressing.



OTHER FIRST AID TIPS

- ✓ Do not give the patient anything to drink
- ✓ Raise the victims legs 10-12 inches
- ✓ Keep the patient warm
- ✓ Do not move broken or disfigured limbs
- ✓ If eye injury suspected bandage both eyes



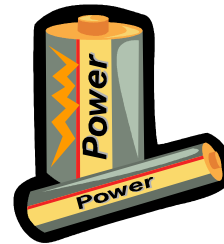
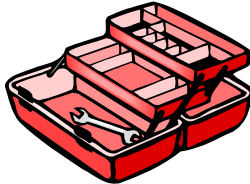
CLOTHING AND BEDDING



- Sturdy shoes or work boots
- Hat and gloves
- Wet/Cold gear
- Thermal underwear
- Blankets or sleeping bags
- Sunglasses
- Pillows

Include at least one complete change of clothes and footwear per person. Small light camping tents may be useful.

TOOLS AND EMERGENCY SUPPLIES



Not all of these items are required nor can be put in an easy EMERGENCY GO KIT, but they may ease some of the discomforts during an emergency.

- Mess kits, paper cups, plates and utensils
- Needles, thread
- Battery radio and batteries
- Wrench to turn off gas and water
- Flashlight and batteries
- Whistle
- Cash, traveler's checks, coins
- Plastic sheeting
- Manual can opener and utility knife
- Map of area for locating shelters
- Fire extinguisher
- Tape

- Tube tent
- Compass
- Matches in waterproof container
- Aluminum foil
- Plastic storage containers
- Road flares
- Paper, pencil

- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags
- Plastic bucket with tight lid
- Disinfectant
- Household bleach

SPECIAL ITEMS



FOR BABY

- Formula
- Diapers
- Bottles
- Medications

FOR ADULTS

- Heart and blood pressure meds
- Insulin
- Other prescription drugs
- Denture needs

- Games and books
- Important family documents
 - Wills, insurance policies, deeds, stocks/bonds
 - Credit card and bank account numbers, phone numbers
 - Passports, Social Security numbers
- Extra eye glasses
- Vitamins
- Contact lens supplies

Section 4

WHAT TO DO BEFORE AND DURING THE EMERGENCY

Special attention is directed in this guide to earthquake preparedness. This is because the Layton City area is in an active earthquake zone. The Wasatch fault extends the entire length of the Wasatch Front at the base of the Wasatch Range along the eastern edge of the urban area. The Layton City Fault Zone is almost entirely east of Highway 89.

How to make your home safer

Most injuries, deaths and economic loss in an earthquake are due to man-made problems. Included are damage to buildings, homes, roads, bridges, lifelines and businesses. Many of these problems can be avoided. Many of the solutions, which limit loss, are simple and inexpensive. If building a new home or considering retrofitting an existing home for seismic protection, seek help from a professional contractor specializing in seismic construction techniques. In the mean time consider the following suggestions to reduce damage to your property in the event of an earthquake.

- **Secure fixtures such as lights, cabinets, bookcases, and top-heavy objects** to resist moving, coming loose, or falling during the shaking. Place hard and heavy objects on lower shelves and securely fasten shelves to walls. Special care should be taken to remove objects from above sleeping areas. Do not hang plants in heavy pots that could swing free of hooks.
- **Store bottled goods, glass, vases, china,** and other breakables in low or closed cabinets and use non-skid padded matting, hold fast putty, or Velcro whenever possible.

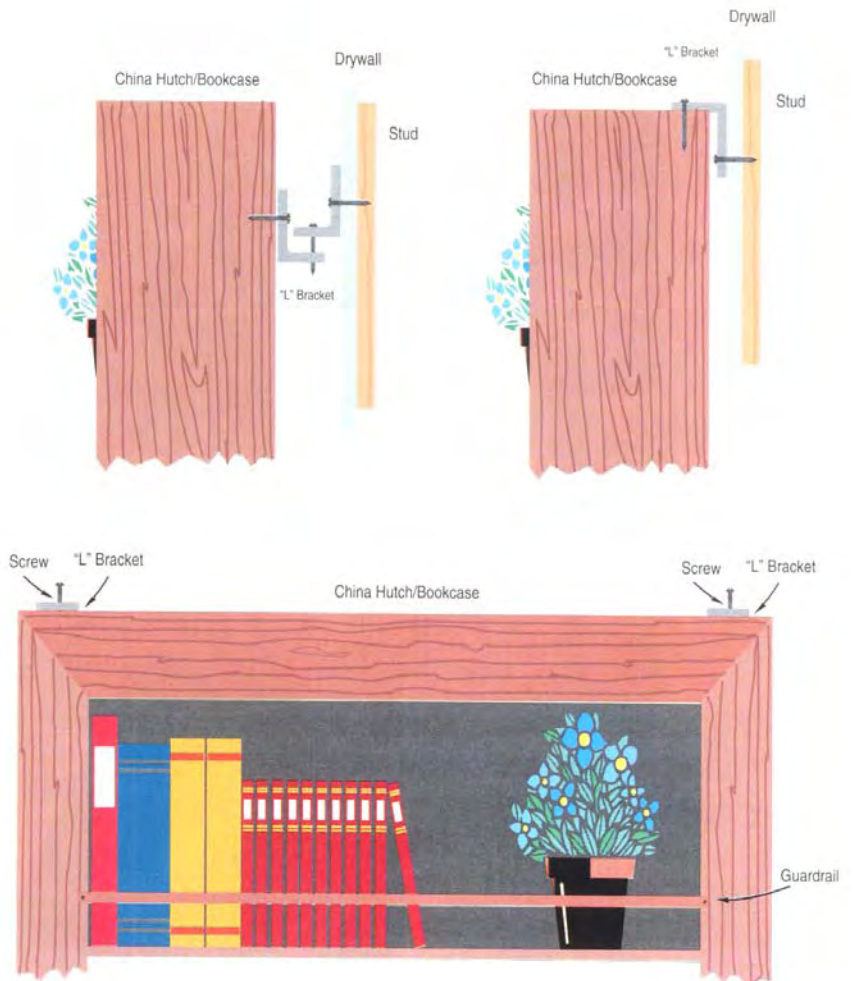
Secure your furniture by using:

“L” brackets, corner brackets or “anodized aluminum molding to attach tall or top-heavy furniture to the wall.

Corner brackets or eye bolts to secure items located a short distance from the wall.

Attach a wooden or metal guardrail on open shelves to keep items from sliding or falling off.

Fishing line can be used as a less visible means of securing an item (guardrail).



- **Check the electrical wiring and connections to gas appliances.** Defective electrical wiring, leaking gas or inflexible connections are very dangerous in the event of an earthquake.
- **Develop a family plan,** which addresses what to do if the earthquake occurs while family members are at home, school, or work. This plan should include a possible central meeting location for family members after the earthquake and an out-of-area contact person so other family members can find out information concerning their loved ones in the disaster area. It is usually easier to call out of a disaster area than it is to call into one.
- **Hold drills** so each member of your family knows what to do in an earthquake.
- **Locate master switch and shut-off valves** for all utilities and teach all responsible family members how to turn them off.

Materials needed:

(2) 6' lengths of 1 1/2" 16 gauge pre-drilled strap

(1) 10' length 1/2" EMT tube (conduit)

(4) 5/16" x 3" lag bolt with washers

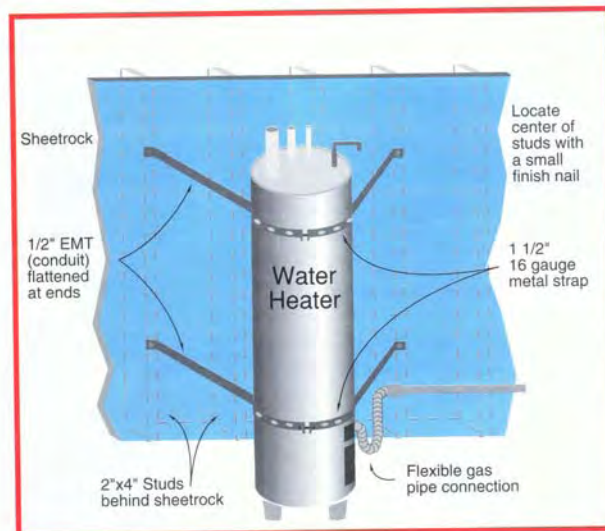
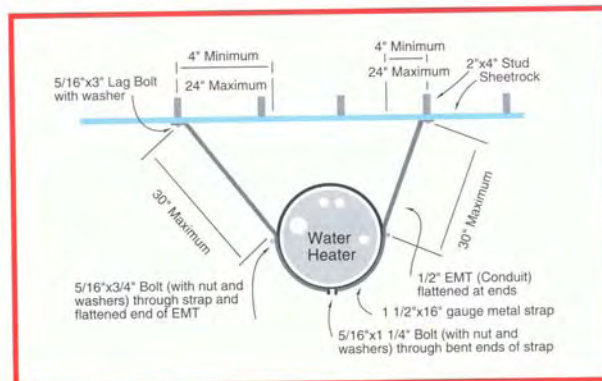
(4) 5/16" x 3-4" long hex head machine bolts with 4 nuts and 8 washers

(2) 5/16" x 1 1/4" hex head machine bolt with 1 nut and 2 washers

Tools needed:

**Tape measure
Hammer
Hack Saw
Crescent Wrench
Vise or Clamp
Power Drill
3/8" Drill Bit
3/16" Drill Bit
Center Punch**

Secure your water heater by strapping it to the wall or bolting it to the floor. This will help prevent broken gas and water pipes and possible fire.



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What to do during an earthquake

- 1. STAY CALM.** First and foremost, having a plan will help you stay calm.
- 2. STAY PUT.** If you are inside, stay inside; if you are outdoors, stay there.
- 3. TAKE COVER.** If indoors, take cover under a table, desk, or bench, stand in a supported doorway, or along an inside wall or corner. Stay clear of windows, bookcases, china cabinets, mirrors and fireplaces until the shaking stops. If no protection is available, drop to the floor and cover your head with your hands. Never try to restrain a pet during the shaking.

If in the kitchen, turn off the gas stove at the first sign of shaking and quickly take cover.

If in a high-rise building, get under a desk or table and stay away from windows and outside walls. Stay in the building on the same floor. Don't be surprised if the electricity goes out or the fire alarm or sprinklers go on. **Do not use the elevators!**

If in a crowded public place, do not rush for the doorway since other people are going to have the same idea. Move away from display shelves containing objects that fall.

IF OUTSIDE—get into the open away from trees, buildings, walls, and power lines. The greatest danger from falling debris is just outside exterior doorways and close to outer walls. Stay in the open until the shaking stops.

IF IN A CAR—pull over to the side of the road as quickly as safely possible and stop. Never stop on top of or underneath a bridge or under power lines. Stay in your car until the earthquake is over. When you drive on watch for hazards created by the earthquake, such as fallen or falling objects, downed electrical lines, or broken or undermined roadways.

Where to go for help and information

911 Only use 911 in life threatening emergencies such as injuries and fires.

RADIO Listen to radio **KSL** 1160 AM, **KALL** 910, or **KVFM** 94.5 FM for emergency information.

LOCAL Layton City Web Site <http://www.laytoncity.org>

Questar Gas 1-800-541-2824 – 24-hour service to report gas line breaks, leaks or odors

ADDITIONAL SOURCES OF PREPAREDNESS INFORMATION AND HELP



Utah State Division of Emergency Services and Homeland Security 1-801-538-3400 Toll Free 1-800-SL-FAULT or at <http://www.cem.utah.gov/>



Together, we can save a life



American Red Cross of Northern Utah
140 Center Street, Clearfield, UT 84015
(801) 728-0627 or <http://www.redcross.org>



Federal Emergency Management Administration
FEMA 500 C Street, SW Washington, D.C. 20472 Phone: (202) 566-1600
<http://www.fema.gov>

A FINAL WORD

Meet with your family today and discuss why you need a preparedness plan. Explain the dangers of fire, flood, wind, and earthquakes to children. Review your existing plan and supplies or start working on your plan and collecting supplies as soon as possible.

Practice your plan by discussing the two places your family will meet in an emergency. Practice the emergency escape routes from your home. Teach the older children about utility shut-off locations. Make sure all family members know the location of emergency supplies such as the first aid kit and the Emergency Go Kit. Consider enrolling your family in a Red Cross first aid class or CPR class. Contact Layton City Emergency Services to enroll in a CERT (Citizens Emergency Response Team) course.

Use the following checklist every six months:

- Check and rotate emergency food supplies and “Go Kit”, if needed**
- Check and rotate emergency water supplies**
- Check and recharge fire extinguishers if necessary**
- Check and replace smoke and Carbon Monoxide detectors**
- Replace batteries in emergency radios and lights**
- Review emergency plan with family**

PLAN---PREPARE—PRACTICE—SURVIVE

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