

Comprehensive All Hazard Daycare Planning Guide and Model Plan



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Foreword:

Earthquakes, floods, hazardous material spills and winter storms all happen. It is the goal of this document to help you prepare to calmly handle any of these events that could affect your daycare center.

Since 1991 Kitsap County Department of Emergency Management has worked with schools to prepare them for all hazards. The Kitsap Practices Responsible Emergency Preparedness (K-PREP) program was designed to provide consistent and coordinated emergency training to all five school districts, private schools, businesses, and homeowners. Now we are bringing this information to our daycare centers with this plan.

The model plan is offered as a guide. Each daycare center is encouraged to personalize the plan so that it meets your specific needs. It is critically important that each employee understand his/her role and responsibilities in any given situation. We encourage you to Prepare Because You Care.

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HOW TO USE

Comprehensive All Hazard Daycare Planning Guide and Model Plan

The Comprehensive All Hazard Daycare Planning Guide and Model Plan is divided into three major sections: **Steps to Developing a Disaster Plan, Model Plan and Appendices**. The information focuses on actions needed before, during, and after a disaster or emergency. A cardinal rule for planning is to use a team approach in the planning effort----planning should never be a one-person effort. Daycare staff, and whenever possible parents, should be included in the planning process. Experience proves that plans are not used if there is no participation and understanding of the rationale of the planning process.

IN APPRECIATION

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SPECIAL THANKS

Special thanks go to Jefferson County Emergency Management for their extensive contributions to this plan.

LIMITATIONS

This Guide and Plan are **not** a completed Comprehensive Emergency Management Plan. The daycare must take this "Model Plan", follow instructions in the Guide, create the planning team, adapt the plan for site-specific use and most importantly, train the staff and parents to implement the plan during an emergency or disaster to be effective. No guarantee of a perfect response is implied by the Planning Guide or Model Plan.

Four steps to developing a Disaster Plan for your Daycare Center

1. Who, What, Where, When, Why.

- Who is this plan being developed for?
Staff, children, parents & pets
- What are we planning for?
List the types of disasters that could happen:
 - Earthquake
 - Winter Storm
 - High Winds
 - Loss of Power, Water, Heat
 - Chemical release
 - Flood
 - Fire – Structure or Wildland
- Where will the County issue an alert and how?
 - Kitsap County will issue an emergency alert via the Emergency Alert System using local resources. KIRO Radio 710 AM or KOMO AM 1000 are the designated stations in Kitsap County.
 - The NOAA Weather Radio is another source to hear Emergency Alert System messages.
- When will an alert be issued?
An alert is only issued when lives are in imminent danger.
- Why prepare?
To insure that your daycare is ready to meet the emergency needs of your children and to assure the parents that steps have been taken to safeguard their children.

2. Create a Disaster Plan based on your findings and needs.

- Ask the parents of your children about their employer's Emergency Disaster Plan.
- Will parents be able to pick the children up soon after the disaster or are they required to stay at work?
- Develop a plan to meet each potential disaster and reflect the parents' role in recovery.
- Discuss what each staff person will do and in what order immediately after a disaster.

- Is evacuation best or will you need to shelter-in-place? This will depend on the disaster and the situation.
- Pick two places for everyone to meet. One outside the structure if there is a problem with the building. A second place in the area that can be used if you need to move farther away from the facility. Make sure all of the parents know where the alternate site is located and the telephone number to use to reach you there.
- Provide parents and staff family members an out-of-area phone contact number. It will be easier to call long distance than across the street in a disaster.

3. Put your plan into action.

- Post emergency numbers by the telephone
- Teach the older children to phone 9-1-1 in case you cannot do so
- Make sure staff know how and when to shut off all utilities
- Stock emergency supplies and a disaster supplies kit
- Take First-Aid and CPR classes
- Find two ways out of each room in the house
- Find safe spots in your daycare center for each type of emergency

4. Practice and maintain your plan

- Review your plan every six months or whenever you have a new staff person come on board.
- Review your plan with parents when new children are brought to your daycare.
- Conduct fire and emergency drills at least every month. *Document these drills on paper.* Kitsap County holds Drop, Cover, and Hold drills twice a year during the months of April and October. Go to our website www.kitsapdem.org for current information.
- Fire extinguishers should be tested and recharged annually by a certified extinguisher manufacturer. Daycare centers need to check fire extinguisher dial to ensure they are pressurized appropriately.

- Test your smoke detectors monthly and change batteries once each year. Consider changing your batteries when you change the clocks in the Fall for daylight savings time.
- Replace stored water every six months or as indicated by expiration date. Replace food every six months.

Other thoughts about emergency preparedness considerations:

- Talk to a trusted neighbor and enlist them to help during an emergency.
- Teach children their address and phone number in case they become lost in an evacuation.
- Work with neighbors to develop a neighborhood emergency plan.
- Carry emergency supplies in each of your vehicles.
- Be prepared for distressed children after an emergency.
- Try to keep your planning efforts in perspective. If someone becomes obsessed with disasters it may be time to talk to a mental health professional about the obsession.

**Disaster Plan and Checklist for
_____ Daycare Center**

This daycare center is owned and operated by:

The address is: _____

The phone number is: _____

The nearest cross street is: _____

The designated neighbor is: _____

Whose address is: _____

Phone number is: _____

The types of disasters that could happen in this area are:

- Earthquake
- Windstorm
- Winter storm
- Loss of power, water, heat
- Chemical release
- Fire – Structure or Wildland
- Flood

Each action plan is listed with each type of disaster and roles of staff and parents for each type of disaster in Appendix A of this plan. The decision to evacuate or shelter-in-place is discussed in this portion of the plan also located in Appendix B.

The two evacuation locations have been established and they are:

- Just outside the daycare center we will meet at:

- The meeting point away from the daycare center is:

If evacuation to a shelter is necessary, a sign will be placed outside the daycare center alerting parents where the children will be located.

Check these items to ensure you have taken the major steps toward preparing your daycare.

- The out-of-state contact for the daycare center is: _____, this is: _____
Parents will be given this number at the time of registration and instructed to call it if they cannot get through to the local phone number.
- We have posted emergency numbers by every phone that is used for the daycare center.
- We teach older children to call 9-1-1 if directed to do so by one of the staff.
- All staff members have been trained to shut off all of the utilities to the daycare center.
- We have a disaster supplies kit. It is located: _____
- The water and food are replaced every six months. The last time we replaced these items is _____.
- Every staff person has a current First-Aid and CPR Card.
- Our First-Aid Kit is located: _____
- We have established two escape routes for each room used for the daycare center.
- Our disaster plan is reviewed every six months or whenever a new staff person comes on board.
- We conduct fire and evacuation drills every month.
- Our fire extinguisher is located: _____
- We examine fire extinguishers monthly and recharge fire extinguishers as recommended by the manufacturer.
- Our smoke detectors are checked monthly and the batteries are replaced annually.
- We have one dedicated battery-powered radio in the daycare center. It does not have to be on all of the time, but does need to be readily accessible. We use KIRO 710 AM or KOMO AM 1000 AND/OR we have a programmable NOAA weather radio tuned in to Kitsap County code number 053035.
- We have a list of which parents will not be able to pick up their children in a timely manner after a disaster. We have a list of adults other than parents who may pick up each child in the event a parent cannot do so.

- We have asked each parent to provide our daycare center with a kit for each child. The suggested contents for each kit can be found in Appendix B of this plan.

APPENDIX A

Each disaster will be dealt with as follows:

Earthquake

All persons including adults will be instructed to **DROP, COVER AND HOLD** as soon as the shaking starts.

As soon as the shaking stops we will evacuate and conduct a basic damage assessment of the facility. Evacuation should be done in an orderly fashion. If there is no fire or other life hazard, have children get their shoes and coats. If we cannot re-enter the building, we will evacuate to one of our meeting points listed above.

Injuries will be dealt with by those trained in First-Aid. If the injuries are severe and the decision is made not to move the victim, a staff person will be assigned to provide care.

The lead staff person will make an assessment as to the next step. This decision will be based on present danger, weather, as well as any other factors.

The evacuation kits will be secured and distributed to each child.

The daycare provider should take a portable/cellular telephone outside that enables her/him to change the telephone recorder. Sample messages like these can be put on the recorder to reassure parents:

"You have reached High Quality Daycare. We are all safe; no one is hurt. We have evacuated the building to check for structural damage. Please pick up your child at (your regular time), (as soon as you are able) (immediately)." OR

"You have reached High Quality Daycare. We are all safe; no one is hurt. I have checked the building for safety. I am now spending time reassuring the children that everything is ok. Please pick up your child at your normal pick-up time."

Windstorm/Winter Storm

This type of disaster usually is forecast and not a surprise.

The children should be brought inside and kept away from windows and in areas of the daycare center that are farthest away from large trees and power poles.

If the power goes out refer to the power outage section of the plan.

Should evacuation of the daycare center be indicated, a staff person should go out and make sure the evacuation route and meeting point are safe.

Monitor radio bulletins and weather forecasts as often as possible.

If the phones go out, check your cellular phone to see if it is operational. Limit calls to emergency use only.

If the snow accumulations increase rapidly, inform parents that the roads are getting bad in your area. Remind parents to drive carefully. Often parents are so worried that they get into accidents on the way to pick up their safe child.

If an alternative source of heat using open flame is used, make sure that there is an operational Carbon Monoxide Detector in the daycare center.

Loss of utilities

Loss of electricity is likely in many disaster situations. Planning ahead and being prepared will minimize disruption to the daycare. Having adequate flashlights and battery-operated lanterns should meet your needs for a short time. Make sure you check the flashlights on a regular basis. Store extra batteries.

If you obtain your water from a well, you may lose water if the electricity goes out. Ensure you have enough water stored for each person in your facility. The water must be replaced every three to six months or as indicated by the expiration date.

Along with loss of water, loss of heat will likely occur even if the heat source is not electrical. The fans that blow the air are electrically operated; therefore, the heat system will not operate.

If you have a generator to run electrical heat, it may be used. Daycare facilities may not use a gas or kerosene alternate heat source.

Cellular phones could be inoperable for some time after an earthquake. Overuse will cause the cellular towers to overload, rendering them useless. For truly bad earthquakes, cell towers may be knocked over making them inoperable for days/weeks/months.

Landlines (telephone lines that come into our homes and businesses) will typically go out because of overuse. After an earthquake, check to see if your telephone is on the cradle and properly "hung up". Often the telephone is jarred from the cradle during shaking causing your phone line to be part of the overload.

Payphones are often the most reliable during an earthquake or other natural disaster. Know where the nearest payphone is located.

Most importantly, only use telephones if you have an emergency.

Flood

Heavy rains can cause urban flooding in Kitsap County. If your facility is threatened by flooding, you may be ordered by law enforcement or fire officials to evacuate.

Leave a sign on the door telling parents your evacuation location.

Go to one of the meeting points designated above, if possible.

Call parents, if able, to let them know where they can pick-up their children.

Fire – Structure or Wildland

Of all of the possible disasters, fire is probably the most alarming to everyone in a daycare center.

Evacuation is the highest priority. Only after everyone is safely out of the daycare center should extinguishing small fires be considered.

Call 9-1-1 to report the fire.

Everyone shall meet at the proper meeting point.

Role shall be taken at the meeting point to ensure all are safely evacuated.

All staff will know where the extinguishers are located and how to use them. Only extinguish trashcan-sized or smaller fires. Never put yourself in danger.

If there is danger of a wildland fire, you may be ordered to evacuate to a safer location.

You will be directed to an evacuation site outside the immediate area.

Before leaving the daycare center take attendance to ensure that no one is left behind.

Chemical Release

Hazardous chemicals can be released from industrial plants or transportation vehicles such as tanker trucks or cargo train cars. If your facility is threatened by a hazardous chemical release, you may be told by law enforcement or fire officials to evacuate or shelter-in-place. (See Appendix B for shelter-in-place instructions.)

If you need to evacuate, place a note on the door telling parents your evacuation location.

If you need to shelter-in-place, notify parents that you will not be able to open your doors to allow their children out of the facility. Tell parents you will contact them once the shelter-in-place order is all clear and it is safe for parents to pick-up their children.

If you are unable to reach parents, place a note on the front door or window explaining that you were ordered to shelter-in-place. Tell parents to get in their car and leave the area. Contact parents as soon as it is safe for them to pick up their children.

Chemical Attack

Terrorism events are possible in today's world. You may be told by the Emergency Alert System via radio, television, or NOAA weather radio to evacuate or shelter-in-place. (See Appendix B for shelter-in-place instructions.)

Dangerous Person Alert

There are times when you may need to lockdown your facility to protect you, your staff and your children from outside intruders or dangerous people who may be in the area. (See Appendix B for lockdown instructions.)

APPENDIX B

Child's Disaster Kit Contents

Daycare providers will need to have a disaster supplies kit for themselves plus infants and small children under 3 years old. Each child 3 years old and above should have disaster supplies in a backpack. When disaster strikes, the child should be given his/her own backpack to carry.

Each child's backpack should contain:

- Change of clothes
- Medium-to-large sized garbage sack or rain poncho
- Kleenex
- 3 real juice boxes
- 3 small boxes of dry cereal
- 1 small container of meat such as Vienna sausages or beef jerky
- Small boxes of raisins or other dried fruit
- Family photo
- Reassuring letter from mom or dad
- Small book

Daycare Center Disaster Supplies Kit

Consider placing these items in a large wheeled trashcan. Place the trashcan close to an entrance in your home or in a shed for easy access.

- Copy of disaster plan
- Three days worth of food for each individual at daycare center
- One gallon of water per person per day for three days
- First Aid Kit
- Large trash bags to act as rain ponchos or waste disposal
- Manual can opener
- Small amount of cash
- Lightweight and compact blankets
- Copy of all parent's contact information
- Infant formula and bottle
- Whistle
- Extra clothing
- Medication
- Portable radio and flashlight
- Extra batteries
- Hygiene supplies, such as toilet paper, diapers, wipes, and feminine products
- Matches in a waterproof container

Disaster Release Information Form

The top portion of this page should be filled out by parents when registering their child at the daycare center. The bottom portion of the page will allow the daycare provider to document who takes the child during times of disaster.

Child's Last Name _____ First Name _____

Address _____

Mother's Name _____ Phone _____

Father's Name _____ Phone _____

Guardian's Name _____ Phone _____

(If different than above)

If I/we are unable to pick up our child, I/we designate the following people to whom my child may be released in case of emergency:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Medical Alert:

Condition: _____ Medication _____

Condition: _____ Medication _____

Please send to daycare at least three full day's dosage (include night time doses) of each medicine and include a letter from your physician giving the daycare provider permission to administer this medicine in the time of an emergency.

If telephone service is interrupted due to a major disaster, long distance service will be the first service repaired. Please list a friend or family member, who lives out of state that we can call with information in case local telephone service is interrupted.

Name _____ Phone (____) _____

For Daycare Use Only

The child was released to _____ By _____

Proof of ID _____ Date: _____ Time: _____ (AM) (PM)

Destination: _____

Shelter-in-Place For chemical attacks or hazardous materials incidents

If you are warned that a hazardous material or radiological incident is threatening your area, listen to your radio or television for reports and emergency information. Kitsap County's Emergency Alert Stations are: KIRO 710 AM and KOMO 1000 AM.



Emergency Instructions – Shelter Indoors

- Move or stay inside.
- Bring pets inside.
- Close all windows and outside doors.
- Close all fireplace dampers.
- Close off nonessential rooms such as storage areas, laundry rooms and extra bedrooms.
- Turn off ventilation systems including fans, heating and air conditioners.
- Go an above ground room (not the basement) with the fewest doors and windows.
- Move your family emergency preparedness kit into the room with you.
- If there is danger of explosion, close the window shades, blinds, or curtains. Stay away from windows and other outside openings.
- Seal room so contaminants cannot enter. (Turn sheet over for specifics.)
- Fill your bathtubs and large containers for additional water supply and turn off the intake valve to your home.
- Avoid eating or drinking food or water that may be contaminated.
- Turn on your radio/TV to KIRO 710 AM or KOMO 1000 AM and monitor for further instructions.
- Do not call 911 unless you have an emergency.
- When the all clear is given, open all doors and windows, go outside until your home/business is well ventilated.

Emergency Instructions – Evacuation

Emergency personnel will order an evacuation if necessary based on type and amount of chemical released and how long it may impact an area.

- Stay tuned to your Emergency Alert Stations (KOMO AM 1000 or KIRO AM 710) for information on evacuation routes, temporary shelters and procedures.
- If you have time, seal and close your home or business.
- Turn off ventilation systems including fans, heating and air conditioners.
- Follow evacuation routes given. No shortcuts! You may be driving into harms way.
- Take your Emergency Preparedness Kit with you.
- Help your neighbors who may require special assistance, frail, elderly, and people with disabilities.
- Lock the doors.
- Do not use the telephone unless you have an emergency.
- If you have no transportation and you are ordered to evacuate, dial 911 and inform the dispatcher you need help to evacuate.
- Move quickly and calmly to the evacuation shelter or muster area.

After Evacuation – Returning Home/Work

- Return home/work only when emergency personnel say it is safe.
- Follow local instructions for food and water safety.
- Clean and dispose of residue carefully. Follow instructions from emergency officials concerning clean-up methods.

Steps to Take to Shelter-in-Place

If authorities ask you to Shelter-in-Place, it is important to understand how to protect your loved ones or colleagues until the hazardous material passes (this is typically up to 5 hours, not days). Follow these simple guidelines to prepare for Sheltering-in-Place.

Before Shelter-in-Place order is given

- Decide which room you will shelter in. The room should be an above ground room (not the basement) with the fewest doors and windows).
- Cut plastic sheets to extend over your windows and any ventilation openings such as a bathroom fan. Heavy-duty garbage bags will work if large enough.
- Test to ensure the plastic will completely cover your windows. Tape the plastic to cover the window opening. (Note: It is likely that duct tape will remove the paint from your walls. Consider using painters tape and paper on openings first. Then, place plastic and duct tape over the painters tape).
- Once you are sure all plastic will fit over openings, store the plastic and tape with your emergency preparedness kit.
- Know how to close all fireplace dampers.
- Understand how to turn off ventilation systems, including fans, heating and air conditioners.
- Be sure your supplies are intact and practice Shelter-in-Place procedures each year.

During Shelter-in-Place

- Place emergency preparedness kit in the room you plan to shelter in.
- Turn off ventilation system, including heat, air conditioning and fans.
- If using duct tape, place painters tape and paper around window, door, and ventilation openings such as bathroom fans.
- Tape plastic over painters tape on windows and ventilation openings.
- Tape door cracks.
- Place a damp towel or blanket at bottom of door opening.
- Come out of building only when the all clear has been issued (this should only be a few hours).

After Shelter-in-Place

- Follow local instructions for food and water safety.
- Clean and dispose of residue carefully. Follow instructions from emergency officials concerning clean-up methods.



EMERGENCY LOCKDOWN PROCEDURES

If it is determined that the safety and health of children and staff are in jeopardy, an announcement will be made to alert the staff of potential danger.

The announcement could be "Staff, implement lockdown" OR "Intruder on campus, Please lockdown daycare now" or whatever your daycare prefers. The use of code words or phrases is not recommended. Announcement should be calm and clear.

Upon hearing this announcement the following steps must be implemented:

STAFF:

1. Daycare providers should quickly check halls and get students into daycare rooms.
2. Lock doors, close blinds, cover window in room door.
3. Staff will keep all students in the room until an all clear has been sounded. Have children lie down on the floor near the inside wall.
4. Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of children.
5. Staff without children will report to the office for instruction.
6. Head secretary will man the phones and radio. Assistant secretary will deliver messages as needed and work with daycare director.
7. Staff is NOT to use remote controls, telephones, or radios during a lockdown unless assigned by daycare director.
8. Staff will not leave their assigned area unless authorized by daycare director
9. When the emergency is over, an "all clear" will be announced.
10. The Crisis Response Team will meet to determine needs of daycare.
11. Each staff member will document exactly what occurred in their area of responsibility. This will be done as soon as possible. Reports will be turned in to daycare director.
12. A report of the incident will be sent to headquarters office.

If Intruder(s) on playground or at lunch time:

1. Outdoor supervisor should move all children indoors.
2. Lock exit doors to daycare.
3. Ask all children to sit on floor.
4. Indoor Supervisor, aides, etc., help supervise children.

Appendix C

Preparedness Fact Sheet

EARTHQUAKES: Before, During And After

Seventy million people in 39 states are at high risk from earthquakes. People in all states, however, are at some risk. Approximately 1,000 earthquakes occur in Washington State every year. While there is little we can do to avoid earthquakes, there is much we can do to prepare for them. Here a few things you can do before, during and after an earthquake.

Before :

- Get together with the members of your household and put together a disaster plan.
- Assemble disaster supplies and store them in an easy-to-get to location.
- Identify safe spots and danger zones in each room.
- Consider buying earthquake insurance.
- Know how and when to shut off all utilities.
- Ensure your house is firmly anchored to its foundation.
- Anchor overhead lighting fixtures.
- Store breakable items on low shelves or in cabinets that can fasten shut.
- Place large or heavy objects on lower shelves.
- Fasten shelves to walls. Brace high and top-heavy objects.
- Repair defective electrical wiring, leaky gas and inflexible utility connections.
- Securely fasten water heaters and gas appliances.
- Anchor wood burning stoves to the floor. Secure stove pipe to the flue exit and securely fasten stove pipe segments together.

During :

- If indoors -- take cover under sturdy furniture or against an inside wall, and hold on, "Drop, Cover and Hold". Stay away from the kitchen!
- If outdoors -- stay there. Move away from buildings, street lights and utility wires.
- If outdoors near tall buildings -- step inside a doorway, drop down and cover your head and shoulders to protect yourself from falling glass and other debris.
- In a high-rise building -- take cover under sturdy furniture away from windows and outside walls. Stay in the building on the same floor. An evacuation may not be necessary. Wait for instructions from safety personnel. Do not use elevators.
- In a vehicle -- stop as quickly as safety permits, and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses or utility wires.

After :

- Check yourself and other for injuries.
- Prepare for after shocks.
- Wear sturdy shoes to prevent injury.
- Use flashlights or battery powered lanterns if the power is out.
- If you smell gas or hear a hissing sound - open a window, leave the building and shut off the main gas valve outside.

- If water pipes are damaged -- shut off the water supply at the main valve.
- Check your home for structural damage to include the chimney.
- Clean up spilled medicines, bleaches, and flammable liquids.
- Visually inspect utility lines and appliances for damage.
- Do not flush toilets until you know that sewage lines are intact.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Use the phone only to report a life threatening emergency.
- Listen to the radio for the latest emergency information.
- Staff off the streets and avoid damaged areas, unless you have been asked to help by proper authority.

Washington State Emergency Management, A Division of Washington Military Department

Preparedness Fact Sheet

FLOODS

Floods are the most common and widespread of all natural disasters and can occur nearly anywhere in the United States. Flooding along rivers is a natural and inevitable part of life. Knowing the warnings and what they mean could save your life.

To find out more about steps you can take to prepare, and ways you can protect your property following a flood, select a topic from the list below. To find out detailed information about potential flood areas in your community, call your local emergency management office.

- Floods
- Warning To Flood Victims

For more information on floods, browse the Federal Emergency Management Agency (FEMA) web site.

Updated: March 15, 1997

Washington State Emergency Management, A Division of Washington Military Department

Preparedness Fact Sheet

HAZARDOUS MATERIAL INCIDENTS

As many as 500,000 products pose physical or health hazards and can be defined as hazardous materials. Accidents involving toxic substances have occurred in communities across the country. For example, tank cars containing toxic substances derailed and burned in Kentucky, forcing 7,500 residents to evacuate. A train derailment near Marysville, Washington resulted in hazardous materials fire and the evacuation of over 100 homes. Because HAZMAT incidents occur suddenly and generally without warning it pays to know what to do ahead of time.

Preparing

- Ask your local fire department about emergency warning procedures.
- Find out precise information about where reportable quantities of extremely hazardous substances are stored and where they are used.
- Ask your Local Emergency Planning Committee (LEPC) about community plans for responding to hazardous materials accidents.
- Determine how close you are to freeways, railroads or factories that may produce or transport toxic materials.
- Be prepared to evacuate.
- Have materials available to seal off your residence from airborne contamination.

Responding

- If you are a witness - call 911 or your local fire department.
- If you hear a warning signal - listen to local radio or television stations for further information. Follow all instructions.
- Stay away from the incident site to minimize the risk of contamination.
- If caught outside - stay upstream, uphill or upwind. Try to go one-half mile (10 city blocks) from the danger area.
- If you are in a car - close windows and shut off ventilation.
- Evacuate if told to do so.
- If local officials say there is time, close all windows, shut vents, and turn off attic fans and other ventilation systems to minimize contamination.
- To reduce the possibility of toxic vapors entering your home, seal all entry routes as efficiently as possible.
- If an explosion is imminent - close drapes, curtains and shades.
- If you suspect gas or vapor contamination - take shallow breaths through a cloth or towel.
- Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical materials.
- Do not eat or drink any food or water that may have been contaminated.

After a Hazmat Incident

- Seek medical help for unusual symptoms.
- If medical help is not immediately available and you suspect contamination - remove all clothing and shower thoroughly.

- Place exposed clothing and shoes in tightly sealed containers without allowing them to contact other materials: get directions for proper disposal.
- Advise others of your possible contamination.
- Get direction from local authorities on how to clean up your land and property.
- Return home only when directed to do so.
- Upon returning home, ventilate the house.
- Report lingering vapors or other hazards.

If you have questions or concerns about hazardous materials or would like information on Hazmat training opportunities in Washington State, call Ken Parrish at (360) 923-4548 or send e-mail to: parrish@gate.emd.wa.gov.

Washington State Emergency Management, A Division of Washington Military Department

Preparedness Fact Sheet

WILD LAND FIRES

The threat of wild land fires for people living near wild land areas or using recreational facilities in wilderness areas is real. Preparing for wild land fires and protecting structures in the wild land has special challenges. Here are a few things you need to know.

Design and landscape your home with wildfire safety in mind. A distance of 100 -150 feet around your home needs a comprehensive landscape approach. Select materials and plants that resist fire rather than fuel it. Use fire resistant or non-combustible materials on the exterior of the dwelling. Or, treat wood or combustible material used in roofs, siding, decking or trim with UL approved fire-retardant chemicals. Plant fire-resistant shrubs and trees.

Before :

- Maintain a 30 foot defensible space around your home to act as a fire break.
- Clear a 10 foot area around propane tanks and the barbecue.
- Regularly dispose of newspapers and rubbish.
- Regularly clean roof and gutters.
- Landscape in zones around your house.
- Rake leaves, dead limbs and twigs. Clear flammable vegetation from around and under structures.
- Remove dead branches that extend over the roof.
- Ask the power company to clear branches from power lines.
- Stack firewood at least 100 feet away and uphill from your home. Clear combustible materials within 20 feet and use only UL-approved wood burning devices.
- Follow local burning regulations.
- Store flammable materials in approved safety cans.
- Inspect chimneys twice a year. Clean them at least once a year.
- Use 2" mesh screen beneath porches, decks, floor areas and the home itself. Also, screen opening to floors, roof and attic.
- Install smoke detectors on each level of your home; in your bedrooms; test monthly and change the batteries twice a year.
- Keep a ladder that will reach the roof.
- Consider installing protective shutters or heavy fire-resistant drapes.
- Keep handy household items that can be used as fire tools: a rake, hand saw or chain saw, bucket and shovel.

If time permits, close windows, vents, doors, blinds, and noncombustible window coverings. Remove lightweight curtains. Shut off gas at the meter. Turn off pilot lights. Close Fireplace damper and screen. Move flammable furniture into the center of the home away from windows and sliding glass doors. Turn on a light in each room to increase visibility of your home in heavy smoke. Seal attic and ground vents with pre-cut plywood or commercial seals. Turn off propane tanks. Place combustible patio furniture inside. Connect the garden hose to

outside taps. Place lawn sprinklers on the roof and near above-ground fuel tanks. Wet the roof. Wet or remove shrubs within 15 feet of the home. Gather fire tools.

When Fire Threatens

- Listen to your radio for reports and evacuation information.
 - Back your car into the garage or park it in an open space facing the direction of evacuation. Close doors and windows. Leave the key in the ignition. Close garage windows and doors, but leave them unlocked. Disconnect automatic garage door openers.
 - Confine pets to one room. Plan for their care if you must evacuate.
 - Arrange for temporary housing outside the threatened area.
 - If advised to evacuate, do so immediately.
 - Tell someone when you are leaving and where you are going.
 - If you evacuate your home place a note on the door indicating when you left and where you are going.
 - Wear protective clothing -- sturdy shoes, cotton or woolen clothing, long pants, a long-sleeved shirt, hat, gloves and a handkerchief to protect your face.
 - Take your disaster supplies kit.
 - Lock your home.
 - Choose a route away from fire hazards. Watch for changes in the speed and direction of fire and smoke.
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Preparedness Fact Sheet

WINDSTORMS... "When The Lights Go Out"

The state of Washington has experienced many violent windstorms in past years, and there is every likelihood they will come again and again. These storms have been known to kill and injure people, destroy homes and businesses, knock out public utilities and leave thousands of people without power anywhere from a few hours to ten or more days.

The following steps will help you prepare for the next windstorm and the power outages that generally accompany them.

BEFORE :

- Have a disaster plan; and assemble a disaster supplies kit (include several flashlights, battery powered radio, extra batteries and a wind-up clock).
- Anchor outdoor objects that can blow away.
- Fill vehicles with gas in case the gas stations lose power.
- Register life-sustaining equipment with your utility.
- Consider buying a small generator to power electrically powered life-sustaining equipment.
- When installing generators, follow the manufacturer's instructions and have it inspected by the utility company and state electrical inspector.
- Have a corded telephone available. Cordless phones do not work when the power is out.
- Post the phone number of the New Construction, Repairs and Power Outage listing of your local utility.
- Learn how to open your electric garage door using the manual override.
- Make sure you have an alternate heat source and fuel supply.

DURING

- Do not drive or go outside in high winds. Avoid windows.
- Stay far away from downed power lines.
- Report the outage to your local utility, otherwise, use the phone for emergencies only.
- If you are the only one without power, check your fuse box or circuit breaker panel. Turn off large appliances before replacing fuses or resetting circuits.
- If power is out in the neighborhood, disconnect all electrical heaters and appliances to reduce the initial demand and protect motors from possible low voltage damage.
- Connect lights and appliances directly to a generator, not to an existing electrical system.
- If you leave home, turn off or unplug heat producing appliances.
- Unplug computers and other voltage sensitive equipment to protect them from power surges.
- Conserve water, especially if you are on a well.
- Keep doors, windows and draperies closed to retain heat.
- Keep refrigerator and freezer doors closed. If doors remain closed, a fully loaded freezer can keep foods frozen for two days.
- Be extremely careful of fire hazards caused by candles or other flammable sources.
- When using kerosene heaters, gas lanterns or stoves indoors, maintain ventilation to avoid a build-up of toxic fumes.

- Do not use charcoal indoors.
- Leave on light switch on to alert you when the power is restored.

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Preparedness Fact Sheet

PREPARING FOR WINTER STORMS

Winter storms can range from moderate snow over a few hours to blizzard conditions with blinding, wind-driven snow or freezing rain that lasts several days. The time to prepare is before the snow and ice begin to fall. Begin by learning the warning terms. A "winter storm watch" indicates that severe winter weather may affect your area. A "winter storm warning" indicates that severe winter weather conditions are definitely on the way. A "blizzard warning" means that large amounts of falling or blowing snow and sustained winds of at least 35 miles per hour are expected for several hours.

Before :

- Know the terms used by weather forecasters.
- Consider purchasing a battery-powered NOAA weather radio and stock extra batteries.
- Keep rock salt to melt walkway ice and sand to improve traction.
- Have an alternate heat source and a supply of fuel.
- Install storm windows or cover windows with plastic.
- Insulate walls and attics.
- Caulk and weather strip doors and windows.
- Keep your car "winterized" with fresh antifreeze. Use snow tires.

Keep the following items in your car:

- Flashlights with extra batteries and bulb.
- First aid kit with pocket knife and necessary medications.
- Several blankets and sleeping bags.
- Newspapers for insulation.
- Plastic bags for sanitation.
- Matches.
- Set of mittens, socks, wool cap, rain gear and extra clothes.
- Small sack of sand for generating traction under wheels.
- Small shovel and tools (pliers, wrench, screwdriver).
- Booster cables and tire chains or traction mats.
- Cards, games, and puzzles.
- Brightly colored cloth to use as a flag from your antenna.
- Brightly colored large cloth to attract attention.
- Canned fruits and nuts.
- Non-electric can opener.
- Bottled water.
- Change to make a phone call.

During :

- Listen to NOAA Weather Radio or local radio or television for weather reports and emergency information.
- Wear several layers of loose-fitting, lightweight, warm clothing rather than one layer of heavy clothing.

- Wear mittens instead of gloves.
- Wear a hat -- most body heat is lost through the top of the head.
- Avoid overexertion.
- Watch for signs of frostbite and hypothermia.
- If symptoms are detected, get medical help immediately.
- A loss of feeling and a white or pale appearance in fingers, toes, or nose and ear lobes are symptoms of frostbite. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion. If frostbite or hypothermia is suspected begin warming the person slowly. Warm the persons trunk first. Use your own body heat to help. Arms and legs should be warmed last since stimulation of the arms and legs can drive blood to the heart and lead to heart failure. Never give a frostbite or hypothermia victim something with caffeine in it or alcohol. Caffeine can cause the heart to beat faster and hasten the effects cold has on the body. Alcohol can slow the heart and also hasten ill effects of cold body temperature.
- Conserve fuel by keeping your house cooler than normal.
- Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- If caught in your car during a blizzard or winter storm remain in your vehicle and wait to be found.

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