

Comprehensive All Hazard Planning Guide and Model Plan for Kitsap County Businesses



KCDEM

Kitsap County Department of Emergency Management

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Your Business Name Here

Your Business Logo Here

Business Address/Phone/Fax here

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Guidelines – Model Plan

Kitsap County Department of Emergency Management has developed a model plan for you to use in planning for any hazard that could affect your facility. This is **just** a model plan. It will take you and your preparedness team time and effort to tailor the plan for your facility!

Limitations

This model plan cannot be considered **your** facility emergency plan until you tailor the plan to meet your needs. You will need to form a planning committee, determine if you will support employee response teams, etc. You and the policy makers of your facility will need to decide if this is, in fact, how you will operate during an emergency or disaster. This model plan is not complete until you and your facility tailor and adopt this plan.

Acknowledgements

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For allowing Kitsap County to re-tool the Florida Assisted Living Facility model plan.

Section I

Emergency Response Plan

(Insert Business Name)

Name:	
Address:	
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Emergency Telephone:	Alternate Address:
Departments/Divisions located in Facility	Emergency Phone:
1.	
2.	
Operations located in Business	
Facility POC:	Property Maintenance Manager:
Department Heads:	
Division Manager:	

_____ **Safety/Planning Committee**
(Insert Business Name)

Name	Phone Number	E-Mail Address	Other

Faculty Fact Sheet

Facility Description	Vital Operations	Vital Equipment	Vehicles on Site	Vital Records Emergency Operations	Emergency Equipment on Site

Hazard Information

(Insert Business Name)

Hazard Specific - Facility Fact Sheet

Facility Description	Vital Operations	Vital Equipment	Vehicles on-site	Vital Records Emergency Operations	Emergency Equipment on-site	Facility Hazards Employees - (number) Visitors - (number)
						<p>Average Daily Statistics:</p> <p>Number of Staff _____</p> <p>Number of Volunteers _____</p> <p>Number of Staff who may need assistance with evacuation:</p> <p>_____</p> <p>Where located:</p> <p>Room # _____</p> <p>Known Hazards Surrounding Business Grounds:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Section II

Basic Facility Plan

I. Introduction

A. Purpose

The purpose of this plan is to identify emergency responsibilities for **(insert facility name)** and its employees. This plan is intended to empower employees in an emergency and clarify emergency roles and response. These are guidelines and are meant to be revised and expanded on by those in each facility to meet their specific needs. It is not intended as a rigid or restrictive plan.

B. Scope

This plan provides a basic emergency response plan, recommended emergency response teams, site specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures and employee and family disaster preparedness. This plan:

1. Applies to all employees.
2. Applies to all employees tasked to provide response assistance in an emergency/disaster and describes actions to be taken in providing immediate response assistance.
3. Includes those actions and activities that support the facility's effort to save lives, protect the health and safety of employees and protect facility property.

C. Mission and Goals

1. The mission of **(insert facility name)** in an emergency/disaster is to:
 - Protect lives and property
 - Mitigate the effects of a disaster
 - Prepare for emergencies and disasters
 - Respond to emergencies
 - Aid in recovery from disasters

2. The goals of **(insert facility name)** are as follows:
 - a. Provide emergency response plans, services, and supplies for all facilities and employees.
 - b. Coordinate the use of facility personnel and facilities within the facility.
 - c. Restore normal services.

D. Definitions

1. **“Emergency”** as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services or protect property. In an emergency, existing resources and capabilities are sufficient to cope with the situation.
2. **“Disaster”** is defined as any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment or supply requirements.
3. An emergency or disaster may be proclaimed by local government jurisdictions or the Governor as authorized by state or local statute.

E. Planning Assumptions

The following assumptions are the basis of this plan:

1. A single site emergency, i.e. fire, gas main breakage, etc. could occur at any time without warning and the employees of the facility affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect facility property.
2. An emergency or disaster, such as an earthquake or hazardous material incident, may occur with little or no warning with mass casualties, destruction of property and damage to the environment.
3. Local and state government may be overwhelmed by a disaster, **(insert facility name) employees** may be on their own for the first 72 hours or longer after a disaster.
4. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.

5. Assistance from other government and federal agencies will supplement the state's, but such assistance will take some time to request and deploy.
6. The first concern of **(insert facility name)** employees will be for their families' safety.
7. A spirit of volunteerism among **(insert facility name)** employees and other citizens will result in their providing assistance and support to emergency response efforts.

F. Limitations

It is the policy of **(insert facility name)** that no guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, **(insert facility name)** can only endeavor to make every reasonable effort to respond based on the situation, resources and information available at the time.

II. Concept of Operations

A. Direction and Control

In a major emergency or disaster, Washington State facilities may be damaged or need to be evacuated, people may be injured and/or other emergency response may need to be taken. These activities need to be organized and coordinated for efficient management of the emergency response and/or the disaster activities. To provide for the effective direction, control and coordination of a response to an emergency/disaster, either single site or multi-incidents, the facility Incident Management Team (IMT) will coordinate emergency response to the incident and manage the activities of the facility's Emergency Response Teams (Section III).

Incident Management Team

1. Before the Disaster

Made up of senior staff members of a facility, building emergency coordinators and selected staff as directed. Coordinate facility's planning activities and the recruitment of building emergency response teams.

2. During the Disaster

- a. Coordinates all emergency response activities at the facility.
- b. Reports and coordinates all facilities' emergency response activities with facility headquarters.
- c. Coordinates the activities of all building emergency response teams.

3. After the Disaster

Assists the Business, as directed, in recovery efforts.

B. Activation Procedures

(Insert facility name) will activate the facility Emergency Response Plan and activate these procedures under the following conditions:

1. Spontaneous Events

There is no warning for a spontaneous event, i.e. hazardous material incident, fire, etc. The facility plan will be activated at the time of the incident. The Incident Management Team will manage the event.

2. Weather Warnings/Watches

The Incident Management Team will:

- a. Prepare for the immediate dismissal of employees due to the warning.
- b. Plan for the possibility of long-term absence from work due to severe weather.

C. Notification

(Insert facility name) will be prepared to provide warning to employees for all types of emergencies/disasters that could affect the facility. The Incident Management Team (IMT) will be the single point of contact for all warnings. Warnings will be issued by the IMT. In the event the incident is a single site emergency, the senior member of the Incident Management Team will notify headquarters of the incident. These steps will be followed once a warning is issued:

1. Senior staff member(s) receives warning and activates Incident Management Team. (Notifies _____ as appropriate.
2. Team notifies employees.
3. Incident Management Team activates building Emergency Response Teams as needed.
4. Facility prepares for dismissal and/or evacuation of employees.

D. Evacuation

(Insert facility name) will comply with directions from local authorities that issue evacuation orders. The Incident Management Team will activate and comply with all evacuation orders. In the event of a fire, employees will evacuate.

1. If a single site emergency occurs, the senior staff member present will immediately notify _____ of the evacuation.
2. The building Evacuation Team will be activated (some facilities may not have such a team).
3. The Evacuation Team will provide for a “safe” evacuation site until employees may return to the facility and/or be dismissed.
4. The Evacuation Team will account for all employees.

E. Re-Entry

Before re-entry may occur, the facility building Damage Assessment Team will complete a thorough damage assessment of facility (as needed). During the damage assessment period, employees will stay at a “safe shelter” until notified that re-entry is possible. The Damage Assessment Team will:

1. Assess the facility for damage.
2. If able, clean up any minor debris that would prohibit re-entry.
3. Remove all debris from fire evacuation routes.
4. Determine the need for a professional assessment and notify Risk Management.

F. Shelter-In-Place

During a hazardous materials event there may be times the facility cannot evacuate and must "shelter-in-place". The following guidelines will assist you in sheltering-in-place.

1. During the Incident

- a. Activate the building First Aid Team.
- b. Close all windows, shut vents and turn off all HVAC equipment.
- c. To reduce the possibility of toxic vapors, seal all entry routes as efficiently as possible, i.e. doors and windows.
- d. If an explosion is imminent - close drapes, curtains and shades.
- e. If you suspect gas or vapor contamination - take shallow breaths through a wet or damp cloth or towel.
- f. Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical materials.
- g. Do not eat or drink any food or water that may have been contaminated.

2. After the Incident

- a. All persons needing medical assistance will report to the building First Aid Team.
- b. Report lingering vapors or contamination to the Incident Management Team.
- c. Do not leave the building until notification of “all clear” is given by the local emergency response personnel.

Section III

Employee Emergency Response Teams

I. Introduction

A. Purpose

The purpose of the employee Emergency Response Teams is to assist the Incident Management Team in managing the incident and to provide care for (**insert Facility Name**) employees and visitors in the event normal event normal emergency services are not available due to a disaster. The following functions and teams are needed to respond to a disaster:

- Incident Management - **Incident Management Team** (Attachment A)
- Facility Evacuation - **Evacuation Team** (Attachment B) - **This function may be done by the Incident Management Team**
- Basic first aid for injured employees and visitors - **First Aid Team** (Attachment C)
- Search for missing or trapped employees/visitors - **Search and Rescue Team** (Attachment D)
- Contain minor fires in a disaster and turn off and/or save utilities as warranted - **Fire and Utilities Team** (Attachment E)
- Assess facility damage before re-entry occurs - **Damage Assessment Team** (Attachment F)
- Provide security, sheltering (if necessary), know facility building thoroughly - **Support and Security Team** (Attachment G)

The Incident Management Team is responsible to identify, train and recruit employees to form employee Emergency Response Teams for each function outlined above.

B. Scope and Functions

Each team has specific functions and training requirements. This section contains Attachments A-G, which outline the specific team's role and function.

C. Concept of Operations

Each team will function under the direction and supervision of the Incident Management Team. When activated, teams will:

1. Only be used when normal fire/aid response is not available or delayed.
2. Report to the facility's Command Post (location to be determined).
3. Assist the Incident Management Team as needed.
4. Provide functions as directed and trained.
5. Report all findings to the Command Post.

D. Attachments

A -1 Incident Management Team

A-2 Incident Management Team Checklist

A-3 Disaster Assessment Form

B-1. Evacuation Team

B-2 Evacuation Team Checklist

C-1 First Aid Team

C-2 First Aid & Triage Checklist

C-3 Infection Control Guidelines for Protection of HIV Transmission in First Aid Situations

D-1 Search and Rescue Team

D-2 Search and Rescue Checklist

E-1 Fire and Utilities Team

E-2 Fire and Utilities Team Checklist

F-1 Damage Assessment Team

- F-2 Damage Assessment Team Checklist
- F-3 Building Rapid Evaluation Form
- F-4 Building Detailed Evaluation Form
- G-1 Support and Security Team
- G-2 Support and Security Team Checklist

Attachment A-1

Incident Management Team

I. Purpose

In a major emergency or disaster, facilities may be damaged or need to be evacuated, people may be injured, and/or other emergency response may need to be taken. These activities need to be organized and coordinated for efficient management of the disaster activities.

II. Scope and Function

(Insert facility name) senior managers and staff must be prepared to provide organization and management for the facility for emergencies and disasters. Employees must be identified and trained to assist the facility in coordination.

A Command Post will be established to direct operations. Two sites need to be selected for the Command Post - one indoors and one outdoors. The outdoor site should not require changing. The indoor site may need to change in the event of damage due to an earthquake. The Incident Management Team will perform the following functions:

Before the Disaster

- Determine who is on the Incident Management Team. The team should consist of senior manager(s) in the facility.
- Identify sites inside and outside the facility that could be utilized as the Command Post.
- Identify and procure needed supplies and tools to manage the emergency/disaster.

During the Disaster

- Assemble team and determine Incident Management Team leader.
- Account for staff if building(s) evacuated.
- Establish a Command Post.
- Conduct an immediate disaster assessment. (Attachment A-5)
- Activate the facility's Emergency Response Teams as needed.
- Coordinate with government responders (EMS (Emergency Medical services, Fire, Police, etc.)
- Document all activities.

After the Disaster

- Provide Headquarters with incident documentation.
- Assist with recovery efforts as needed or requested.

Attachment A-2

Incident Management Team Checklist

A. Establish Incident Management Team and Command Post

Team Leader(s) _____ Phone Number(s) _____

Team Members _____

Communications Runner _____

Command Post Location:

Indoors: _____

Outdoors: _____

- _____ 1. Identify and organize personnel present at the facility on the Emergency Management Team.
- _____ 2. Assess and evaluate situation. See Disaster Assessment Form (Attachment A-3).
- _____ 3. Assure pre-selected sites are safe location for Command Post.
- _____ 4. Set up Command Post. Set up tent, table, chairs, communications equipment and supplies as needed.

B. Account for staff and visitors.

C. Emergency Response Teams

1. Activate Emergency Response Teams as needed.

_____ Evacuation Team

_____ First Aid Team

_____ Search and Rescue Team

_____ Fire and Utilities Team

_____ Building Damage Assessment Team

_____ Support and Security Team

2. Assign personnel

3. Distribute checklists
 4. Gather equipment
- D. Contact emergency responders as soon as possible.
 - E. Communicate with all staff as soon as possible.
 - F. Document emergency actions and decisions.
 - G. Complete Disaster Assessment Form (Attachment A-3) and forward (if possible) to Headquarters.

Disaster Assessment Form
(+ indicates surplus / - indicates required)

Facility

Name/Address: _____

Date: ____/____/____ Time: ____:____ Author: _____

Status (Attach listing, by name, of persons deceased or missing)

_____ Minor Injuries _____ Serious Injuries _____ Fatalities
_____ # Trapped _____ # Rescued _____ Total Occupants

Assets

Personnel Assets

_____ First Aid Personnel
_____ Search and Rescue
_____ Fire Control and Security
_____ Communications Personnel
_____ Other (specify) _____

Survival Assets

_____ Days of Food
_____ Days of Water
_____ Blankets
_____ First Aid Equipment

_____ Search & Rescue Equipment

_____ Flashlights
_____ Batteries
_____ Sanitary Equipment
_____ Other (specify) _____

Transportation Assets (State Vehicles) Status: ____Operational ____Non-Operational

- _____ Cars
- _____ 4X2 Pickup Trucks
- _____ 4X4 Pickup Trucks
- _____ Van
- _____ Motorcycle
- _____ Motor home
- _____ Other (specify) _____

Communications Assets

Status: _____Operational _____Non-Operational

- _____ Telephones
- _____ Cellular Phones
- _____ Radios
- _____ Extra Batteries
- _____ Chargers
- _____ Pagers
- _____ Other (specify)

List number(s) - personnel assigned

Type/Call-Sign

Attachment B-1

Evacuation Team

I. Purpose

In a major emergency/disaster, evacuation of the facility may be warranted. The purpose of the Evacuation Team is to organize assembly sites for employees and visitors and to determine if all employees are accounted for.

II. Scope and Functions

Facility personnel must be able to evacuate a facility for any and all hazards. Designated employees will be trained to assist in the evacuation of all facilities and to coordinate the assembly and the accountability of the employees and visitors once an evacuation has taken place.

The Evacuation Team will provide the following functions:

Before the Disaster:

- Pre-determine assembly sites outside the facility. The utilization of “fire” assembly sites will be utilized for all evacuations unless determined unsafe for other hazards.
- Review all evacuation routes semi-annually. Facility design changes, desks and/or offices may be moved. Reviewing evacuation routes will assist team in training employees.
- Pre-determine if the “fire” assembly site can be used for earthquake evacuation.
- Pre-identify your facility's “at risk” employees who may need special considerations to evacuate. Discuss with at-risk employees for their suggestions on how to evacuate. Assign them a “buddy” to assist with their evacuation.
- Pre-determine ways to account for all employees and visitors (if possible). Create staff lists that are removed when evacuated.
- Recruit sufficient team members to cover all sections/floors in a facility.

During the Disaster (excluding fire)

- Assure evacuation route is safe and assembly site is free of any hazard, i.e., power lines/trees in the way.
- In the event of an evacuation due to hazardous material incident, ensure assembly site is upwind of the incident and safe.
- Once evacuated, account for all employees and visitors.
- Report all findings to the facility Incident Management Team.

After the Disaster

- Review all evacuation routes and procedures. Determine if enhancements are needed and make recommendations to facility Incident Management Team.

Attachment B-2

Evacuation Team Checklist

A. Evacuation Team Members

Team Leader(s) _____

Team Members _____

B. Assembly Sites _____

C. Evacuation Box

____ 1. Facility map

____ 2. Employee roster(s)

____ 3. Master keys

____ 4. Bullhorn (if needed)

____ 5. Signs to post, writing implements, clipboards

____ 6. ID vests

Attachment C-1

First Aid Team

I. Purpose

In case of a major emergency or disaster, facilities may be without normal emergency medical services. Large-scale disasters may affect emergency medical service providers by damaging or destroying facilities and/or equipment. Further, it is possible that regional medical facilities and aid stations may be relocated to areas that have sustained less damage or are more accessible. This plan provides for limited first aid services to be provided by selected personnel when other public and private services are unable to respond or cannot be contacted during and after a widespread disaster.

II. Scope and Functions

Facility personnel must be prepared to provide first aid services to the extent of their individual certification or training, not to surpass “basic life support.” Basic life support means *non-invasive emergency medical services requiring basic medical treatment skills*.

An onsite first aid station will be established at a safe location. The injured will be found and moved to the first aid station. In the event of mass casualties, triage will be performed. Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. Directions for performing triage follow on page 2. Also, see First Aid and Triage Checklist (Attachment C-2).

(Insert facility name) will identify personnel with first aid and medical skills and activate First Aid Teams for each facility which will perform the following functions:

- Designate the person with the most skill, training or medical certification as First Aid Team leader.
- Establish a first aid station at a safe location.
- Conduct triage.
- Gather first aid kits and emergency supplies.
- Provide care for the injured to the extent of abilities.
- Coordinate care with professional emergency medical service providers, if possible.
- Request or provide medical transportation of seriously injured to medical facility, if possible.

- Provide appropriate measures for the dead.
- Maintain records of injured and dead.
- Provide emergency shelter for injured.

III. Triage Guidelines

Triage is defined as *the sorting of patients into categories of priority for care based on injuries and medical emergencies*. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties and a delay in the response time of emergency medical services require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below.

Triage Priorities
Highest Priority
1. Airway and breathing difficulties
2. Cardiac arrest
3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
Second Priority
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
Lowest Priority
1. Fractures or other injuries of a minor nature
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously dead

IV. References

- A. *1st Responder*, Second Edition, J. David Bergerson, 1987.
- B. *Emergency Medical Services: First Responder Training Course Instructor Lesson Plans*, U.S. Department of Transportation, National Highway Traffic Safety Administration.

Attachment C-2

First Aid Triage Checklist

A. Establish First Aid Team and First Aid Station

Team Leader _____

Team Members _____

First Aid Station _____

- _____ 1. Identify and organize personnel present at the facility with emergency first aid CPR and medical knowledge into a team or teams.
- _____ 2. Brief First Aid Team on the situation and assign duties.
- _____ 3. Establish a first aid station in any safe location, depending on the extent of the disaster or emergency.
- _____ 4. Identify first aid treatment and holding areas.

B. Triage - Treatment

- _____ 1. Direct and coordinate the efforts of the First Aid Team(s) in triage and treatment of the injured. (See Triage Guidelines.)
- _____ 2. Request medical transportation services for the injured or deceased. If the disaster effects make normal means of medical transport unavailable, provide transportation using private vehicles.
- _____ 3. Identify and record the disposition of the injured, the deceased and their belongings.
- _____ 4. Maintain communications with responding emergency medical services providers, onsite emergency teams, the Command Post, and the Emergency Operations Center, if activated.

C. Logistical Support

- _____ 1. Ensure the acquisition and maintenance of health and medical supplies and equipment.
- _____ 2. Coordinate the transportation of health and medical supplies, equipment and personnel.
- _____ 3. Establish, if necessary, an emergency shelter for victims, employees, rescuers, etc.

Attachment C-3

Infection Control Guidelines for Protection of HIV Transmission in First Aid Situations

I. Hand washing

Hand washing is the single most effective means of preventing the spread of infection. Hand washing procedures should be followed even if gloves have been worn. **If an emergency situation precludes proper hand washing, the hands should be washed as soon as possible after exposure.**

Any skin surface that comes into contact with blood or other body fluids should be cleansed using the same procedures used for hands. Hands should be washed:

- Before and after contact with a patient.
- Before and after touching open wounds (even if gloves are worn).
- Before eating.
- After any direct exposure to blood or other body fluids.
- After removing gloves.
- After handling soiled or contaminated items and equipment.
- After using the toilet.

The correct method used for hand cleaning and decontamination is with soap and water:

1. Wet hands.
2. Lather hands with either bar soap or liquid soap.
3. Rub repeatedly for at least 15 seconds.
4. Rinse.
5. Turn faucets off using a dry paper towel.
6. Dry hands properly and dispose of used paper towel in plastic bag.

In areas where running water is not readily available:

1. Remove obvious soil with a wet towelette.
2. Use waterless foams or rinses to clean skin.

II. Barrier Precautions

A medical history and examination cannot readily identify all patients infected with HIV or other blood-borne organisms. Therefore, blood and other body fluid precautions should be consistently used for all patients. These include patients at first aid stations where the risk of exposure by blood is possible and where the infectious status of the patient is usually unknown.

All health care workers should use the following barrier precautions to prevent exposure of skin and mucous membranes when contact with blood or any other body fluids of any patient is anticipated.

- Disposable latex gloves (which do not have to be sterile) should be worn for touching blood or other body fluids (urine, stool, semen, infected wounds, vomit), mucous membranes or non-intact skin of all patients.
- Gloves should be worn for handling items or surfaces soiled with blood or other body fluids.
- Gloves should be changed between each patient.
- Hands and other skin surfaces should be washed immediately and thoroughly on contact with blood or other body fluids.
- Hands should be washed immediately after gloves are removed.
- Masks and protective eyewear or face shields should be worn during procedures that are likely to disperse droplets of blood or other body fluids, so that exposure of mucous membranes of the mouth, nose and eyes is prevented.
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

III. Rescue Breathing

There is no evidence that the HIV/AIDS virus has been transmitted through contact with saliva. However, pocket masks for all age groups should be available to first aid stations for use whenever CPR is administered. To use the pocket mask, the first aid responder must have had previous instructions.

After resuscitation is complete, pocket masks, if used, should be correctly cleaned and disinfected, or discarded if disposable.

IV. Eye Rinse

If the eye is splattered with blood or any other body fluid, it should be flushed immediately with saline or water rinses. Goggles should be available for use in those situations where splattering of blood is anticipated.

V. Precautions to Prevent Injuries From Needles, Scissors and Other Sharp Instruments

All health care workers should take precautions to prevent injuries caused by scissors, needles, lancets and other sharp instruments during use and during handling, cleaning or disposal. Used needles and pointed instruments are the medical instruments most frequently implicated in accidental exposure to blood-borne diseases. Health care workers should:

- Be extremely careful in handling all scissors, needles and sharp instruments.
- Minimize handling of such instruments.
- Not attempt to recap used needles or sharp instruments.
- Discard disposable needles, syringes, lancets and sharp instruments as soon after use as possible in an impervious, closed container (hard plastic or metal can).

Attachment D-1

Search and Rescue Team

I. Purpose

In the event of a major emergency or disaster involving damage of buildings, facility personnel may be required to perform light urban search and rescue to find missing or trapped staff or visitors. Personnel will be identified and trained in search and rescue. A checklist is provided to aid in search and rescue operations.

II. Scope and Functions

The Search and Rescue Checklist (Attachment D-2) is a guide to light urban search and rescue. Any major search and rescue operations must be performed by trained search and rescue teams provided through local/state government. However, immediate emergency search and rescue can be performed by facility personnel.

- The Incident Management Team(s) will activate the Search and Rescue Team(s) which will perform the following functions:
- Conduct primary and secondary searches of facility.
- Rescue trapped victims where possible.
- Report location of victim(s) to First Aid Team if rescue cannot be accomplished.
- Document rescue activities and victim information.
- Look for obvious problems as you search: structural damage, hazardous material spills, etc.
- Record nature and location of observed problems on checklist.
- Report imminent danger to Search and Rescue Team leader when feasible.
- Mark areas of search to avoid duplications and oversight.

Attachment D-2

Search and Rescue Checklist

A. Form and Equip Teams

Team Leader _____

Team Members _____

- ___ 1. Form Search and Rescue Teams of at least two persons per team.
- ___ 2. Establish communications. Check with the Command Post for information on the status of facility and possible hazards.
- ___ 3. Equip team members with hard hats, gloves and tools as needed. Review safety equipment and guidelines.

B. Primary Search

- ___ 4. Establish a search plan. Divide the facility into manageable areas prior to starting to search. Use a floor plan area map or a sheet of paper to identify the sections searched and the problems encountered. Mark the areas searched.
- ___ 5. Record the positions of the unconscious or dead for identification purposes. Note any identifying objects found with each person.
- ___ 6. Make every effort to find victims. Call out, use a whistle or otherwise announce the presence of the team so that trapped victims can respond to notify them of their location.
- ___ 7. Move victims carefully to avoid further injury. Take those with injuries to the first aid station. Remove the dead to a temporary or permanent morgue.
- ___ 8. Care for the dead respectfully: cover bodies, avoid mutilation and collect and preserve identification (clothes, watches, purses, wallets and the like). Log names.

C. Secondary Search

- ___ 9. Conduct a second search after all first search victims have been cared for and moved. Record building damage and observations.

- ___ 10. Document all activities of the Search and Rescue Teams. This should include areas searched, victims found, damage noted, times, team members, etc. Information regarding victims must be reported to facility Incident Management Team.

Attachment E-1

Fire and Utilities Team

I. Purpose

In the event of a disaster, facilities may have damage causing fires, gas leaks, water line ruptures, downed power lines or other utility problems. This plan provides for limited fire suppression and utility services to be provided by selected (**insert facility name**) personnel when other public and private services are unable to respond or be contacted during and after the event.

II. Scope and Functions

Facility personnel must be prepared to deal with fires and utility problems to the extent of their training and experience. Personnel will be selected for fire suppression training. The Fire and Utilities Team will perform the following functions:

- Designate the person with the most skill and training as Fire and Utilities Team leader.
- Gather equipment and supplies.
- Provide evaluation of fire outbreaks and dangers.
- Provide minimal fire suppression.
- Evacuate facility in case of major fire threat.
- Provide evaluation of dangers and deficiencies of utilities.
- Provide shut-off precautionary measures.

Attachment E-2

Fire and Utilities Checklist

A. Form and Equip Teams

Team Leader _____

Team Members _____

B. Fire Team

- _____ 1. Confirm reported existence and location of fires.
- _____ 2. Carry out suppression actions for small fires.
- _____ 3. Immediately report discovery of larger fires to team leader.
- _____ 4. Assist in evacuation or search and rescue activity if needed.
- _____ 5. If necessary, secure and post area following suppression of small fires.

C. Utilities Team

- _____ 1. Check utilities according to pre-assigned area of responsibility.
- _____ 2. Take whatever action is necessary to minimize danger and further damage.
- _____ 3. Assess what services are still available:
 - Water
 - Electricity
 - Telephone
 - Sewer lines
 - Heating/ventilation systems
 - Bathrooms
- _____ 4. Report assessment to Command Post and/or the Emergency Operations Center.
- _____ 5. Survey extent of apparent structural and site damage.
- _____ 6. Report damage to Command Post and/or the Emergency Operations Center.

D. Equipment List

1. Hard hats
2. ID vests
3. Valve wrenches
4. Basic tools
5. Gloves

Attachment F-1

Damage Assessment Team

I. Purpose

In the event of a disaster, facilities must be prepared to conduct a rapid building assessment of the facility to evaluate the safe occupation by staff and visitors. Designated personnel will be identified and trained in Applied Technology Council (ATC) #20 techniques. In the event an ATC course is not available, the team should take a course that provides the lay person enough tools to assess building damage. Persons selected should be familiar with the building and possible damage from earthquakes. This attachment provides forms to aid in building assessment.

II. Scope and Functions

(Insert facility name) employees will conduct building assessments of only facility buildings. These are only initial assessments until professional structural engineers can be consulted. When in doubt, the building is to be evacuated and closed.

The Incident Management Team will activate the Damage Assessment Team(s) which will perform the following functions:

- Conduct evacuation assessment if time and conditions permit.
- Conduct rapid building assessment of all floors and facilities.
- Close building or cordon off all danger areas.
- Document building damage.
- Request professional help as needed.

Attachment F-2

Building Assessment Team

A. Form and Equip Teams

Team Leader _____

Team Members _____

- _____ 1. Form Building Assessment Teams of at least two persons per team.
- _____ 2. Establish communications. Check with the Command Post for information on the status of facility and possible hazards.
- _____ 3. Equip team members with hard hats, gloves and tools as needed. Review safety equipment and guidelines.

B. Evacuation Assessment

- _____ 1. Check evacuation routes for safety.
- _____ 2. Check assembly areas for safety - gas/water pipe ruptures, downed power lines, trees, landslide danger, hazardous materials, etc.

C. Rapid Building Assessment

- _____ 1. Establish an assessment plan. Divide the facility into manageable areas prior to starting to evaluate. Use a floor plan area map or a sheet of paper to identify the sections and the problems encountered. Mark the areas evaluated.
- _____ 2. Review structures for conditions listed on the forms.
- _____ 3. Indicate condition of the building. Close building if necessary and cordon off dangerous areas with barrier tape, signs, barricades, etc.
- _____ 4. Make recommendations on safety of building and notify Command Post.
- _____ 5. Document all activities of the Building Assessment Teams. This should include areas searched, victims found, damage noted, times, team members, etc. Information regarding victims must be reported to Incident Management Team.
- _____ 6. Submit Building Rapid Evaluation Form (Attachment F-3) to Command Post.

Attachment F-3

Building Rapid Evaluation Form

Building Description

Name _____
Address _____

of stories _____

Basement: Yes ___ No ___ Unknown ___

Building Type:

____ Apartment
____ Office
____ Residential
____ Warehouse
____ Other (specify) _____

Structural System:

____ Wood frame
____ Un-reinforced masonry
____ Reinforced masonry
____ Tilt up
____ Concrete frame
____ Steel frame
____ Other (specify) _____

Main Occupants:

____ Staff
____ Handicapped
____ Non-English speaking
____ Staff
____ Outside agency
____ Other (specify) _____

Overall Rating (check one)

____ Inspected (green)
____ Exterior only
____ Exterior & Interior
____ Limited Entry (yellow)
____ Unsafe (red)

Inspector _____

Department _____

Inspection Date (m/d/y) _____

Inspection Time ____:____ am/p.m.

Instructions

1. Review structure for conditions listed below.
2. A "yes" answer to 1,2,3 or 4 is grounds for posting the entire structure UNSAFE.
3. If more review is needed, post LIMITED ENTRY.
4. A "yes" answer to 5 requires posting AREA UNSAFE and/or barricading around the hazard.
5. Hazards such as a toxic spill or an asbestos release are covered by 6 and are to be posted and/or barricaded to indicate AREA UNSAFE.

More

Condition of Building

Review

	Yes	No	Needed
1. Collapse, partial collapse or building off foundation.	_____	_____	_____
2. Building or story noticeably leaning.	_____	_____	_____
3. Severe racking of walls, obvious severe damage and distress.	_____	_____	_____
4. Severe ground or slope movement present.	_____	_____	_____
5. Chimney, parapet or other falling hazard.	_____	_____	_____
6. Other hazard.	_____	_____	_____

Recommendations

- _____ No further action needed.
- _____ Detailed evaluation required
- _____ Structural
- _____ Geotechnical
- _____ Other _____
- _____ Barricades needed in these areas:
- _____
- _____
- _____ Other (specify) _____

Comments: _____

Building Equipment Damage Assessment

	OK	Damaged/ Operable	Damaged/ Inoperable	Comments
Main boilers	_____	_____	_____	_____
Chillers (for HVAC)	_____	_____	_____	_____
Emergency generators	_____	_____	_____	_____
Fuel tanks	_____	_____	_____	_____
Battery racks	_____	_____	_____	_____
Fire pumps	_____	_____	_____	_____
On-site water storage	_____	_____	_____	_____
Communication equipment	_____	_____	_____	_____
Main transformers	_____	_____	_____	_____
Elevators	_____	_____	_____	_____

Other Fixed Equipment

Gas main	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Special Concerns

Toxic chemical storage:	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Other

_____	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Comments: _____

Geotechnical Hazards

	OK	No	Unknown	Comments
Slope failure, debris	___	___	___	_____
Ground movement, fissures	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Non Structural Hazards

Parapets, ornamentation	___	___	___	_____
Cladding, glazing	___	___	___	_____
Ceilings, light fixtures	___	___	___	_____
Interior walls, partitions	___	___	___	_____
Elevators	___	___	___	_____
Stairs, exits	___	___	___	_____
Electric, gas, other utilities	___	___	___	_____
_____	___	___	___	_____
_____	___	___	___	_____

Send copy of this form to Command Post

Attachment G-1 Support and Security Team

I. Purpose

In the event of a disaster, facilities must be prepared to provide security for buildings and its grounds and prepare to take care of employees until such time as they can return home.

II. Scope and Function

(Insert facility name) personnel must be able to first and foremost provide the security that may be needed to maintain the safety of the facility, staff and visitors and to prepare the facility in the event the staff may not be able to return home immediately following the incident. Personnel usually assigned to this team are facilities maintenance personnel along with other staff.

The Support and Security Team will provide the following functions:

Before the Disaster

- Identify key staff personnel who will assist facilities maintenance staff with team functions.
- Assemble tool box with: facility's master keys, barrier tape, pre-written placards and signs, facility diagram.
- Volunteer job descriptions - neighbors may come to assist the facility. Be prepared to assign them jobs if you wish to use community volunteers.

During the Disaster

- Immediately following an evacuation, secure grounds (if possible). After the first response teams (Search and Rescue, First Aid, etc.) have completed tasks, secure building as requested by Command Post.
- Cordon off any areas with apparent structural damage or other damage (coordinate this activity with facility's Damage Assessment Team).
- Station team members at facility's access points.
- If needed, prepare to set up sheltering, sanitary areas for staff and visitors.

After the Disaster

- Prepare to work closely with Command Post, engineers and staff in re-establishing the facility.

Attachment G-2

Support and Security Team Checklist

A. Support and Security Team Members:

Team Leader(s) _____

Team Members _____

B. Assure evacuation assembly areas are safe.

C. If needed, prepare sanitation areas.

D. Prepare to receive neighbors and other volunteers.

E. Secure facility and grounds.

F. Prepare tool box.

____ 1. Master keys

____ 2. Two-way radios

____ 3. Barricades, ropes, tape

____ 4. Pre-written placards and signs

____ 5. Site diagrams

____ 6. Volunteer job descriptions

____ 7. Toilet facilities - poles, black polyethylene sheeting, portable jons, spare bags, 5 gal. urinal buckets, toilet paper and holders, disposable hand wipes

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 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.

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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 which 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.

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Preparedness Fact Sheet

Wildland 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

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, light-weight, 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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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.

Washington State Emergency Management , A Division of Washington Military Department

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