

PREPARING FOR AN EMERGENCY

**A FAMILY PREPAREDNESS GUIDE
FOR RESIDENTS OF
LAYTON CITY**



LAYTON CITY MANAGEMENT SERVICES

(Thanks to Brigham City, Utah for sharing this resource with us.)

When an Emergency Happens...

USE YOUR PLAN

Where Will You or Your Family Be When an Emergency or Disaster Strikes?

Emergencies and disasters strike quickly and without warning and can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services — water, gas, electricity or telephones — were cut off?

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

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

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

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

What's Inside this Booklet?

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

Section 1: UNDERSTAND WHAT COULD HAPPEN

Section 2: CREATE AN EMERGENCY/DISASTER PLAN

Shelter in Place

Evacuation

Section 3: SUPPLIES AND PREPAREDNESS PLAN

Food/Water and Medical Supplies

Section 4: WHAT TO DO BEFORE AND DURING THE EMERGENCY

How to make your home safer

What to do during an earthquake

Where to go for information and help

Section 1

Understand What Could Happen



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



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



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



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



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



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

“OK, I’m ready for anything!”



Section 2

Create an Emergency/Disaster Plan

Meet with Your Family

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

Determine Where to Meet

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

Have an "Out-of-Town" Contact

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

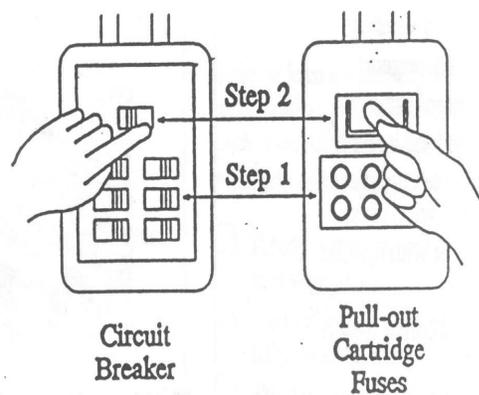
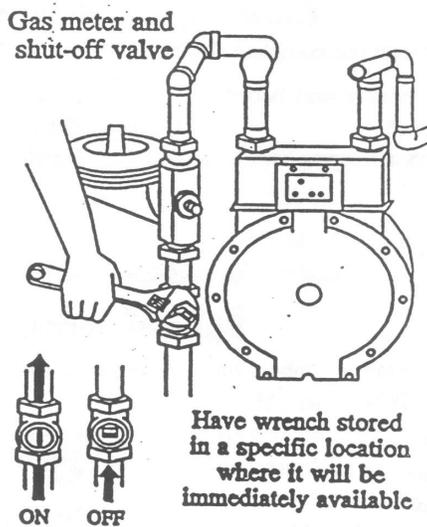
What to Do if an Emergency/Disaster Strikes

1. If the disaster occurs near you, be prepared to give first aid and get help for seriously injured people. (see Section three for first aid helps)
2. If the emergency occurs while you are at home, check for damage using a flashlight. Do not light matches or candles or turn on electrical switches. **Only call 911 if there is a threat to life or other serious emergency!!!**
3. Check for fires, electrical and other household hazards. Be aware that spilled bleaches, gasoline and other liquids may produce deadly fumes when chemicals mix, or be a fire hazard. Get advice from emergency personnel on how to clean up spilled liquids, especially if there are noxious fumes.

4. **NATURAL GAS**—Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows and get everyone outside quickly. If there is significant structural damage to your home, turn off the gas.

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

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

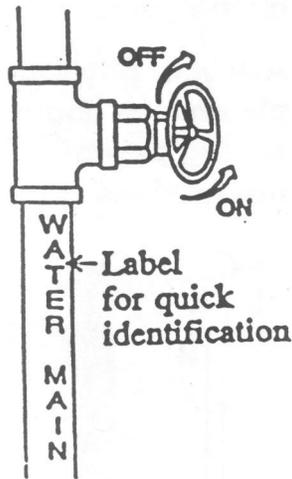


5. **ELECTRICITY**- After the earthquake, inspect your home to ensure it has not been weakened or significantly damaged. If it has, leave the building. If there are downed lines in your neighborhood, **DO NOT TOUCH, STAY AWAY!!!!** If you are in a vehicle trapped by down lines stay in the vehicle and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

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

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

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



7. Make plans for your pets if you need to evacuate. Do not leave them outside. If you do not need to evacuate, confine or secure your pets. They may become frightened too, and may run away or bite someone.
8. Check on your neighbors, especially those who are elderly or disabled.
9. Call your family contact — do not use the telephone again unless it is a life-threatening emergency.

If Children are in School During a Disaster or Emergency

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

Look to Your Neighbors

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

Know What to Do:

In an Evacuation

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

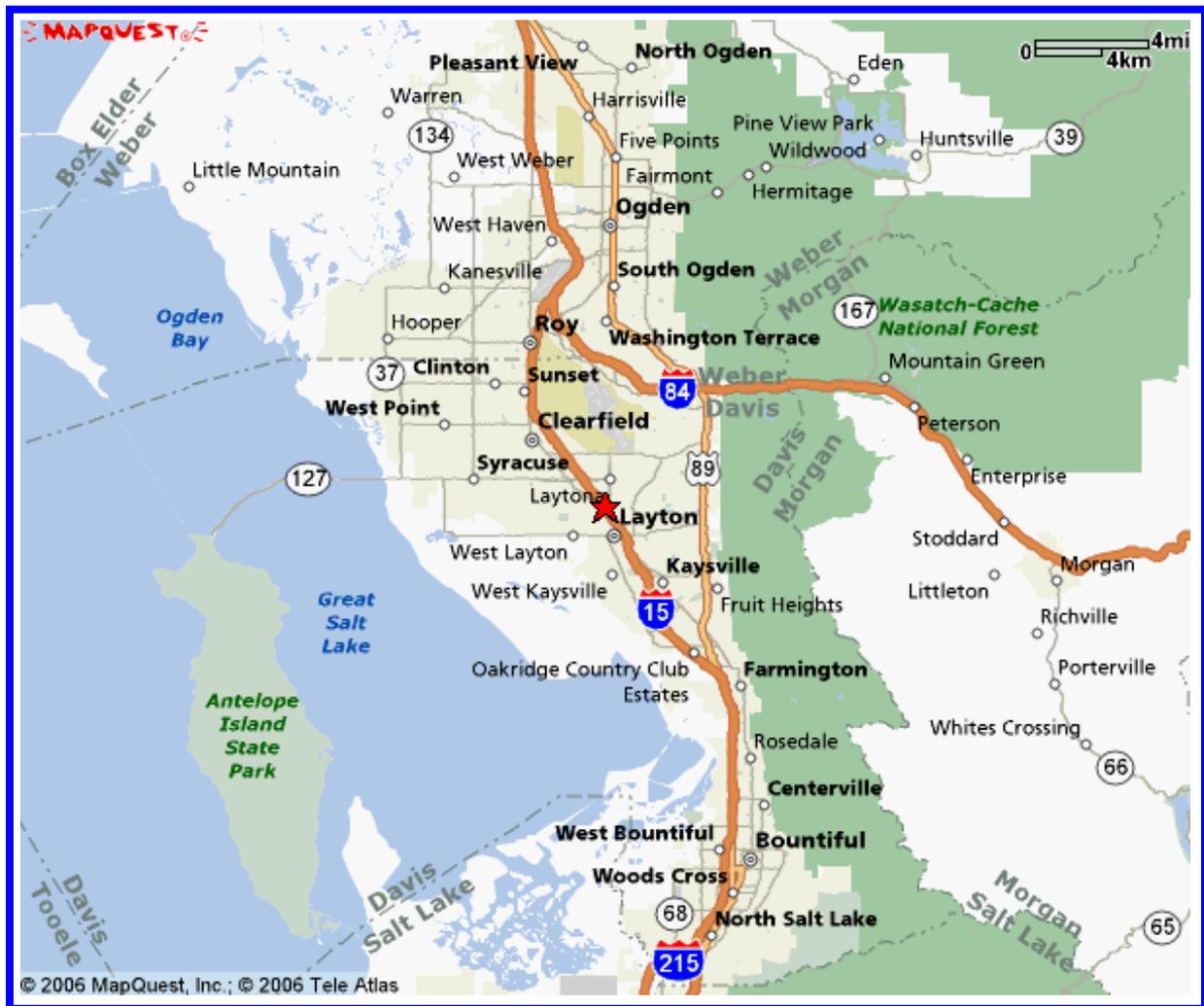
If Told to "Shelter-in-Place"

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

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

Evacuation Procedures

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



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

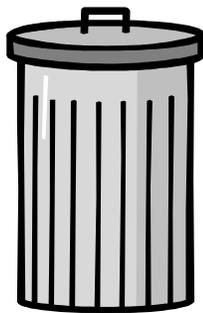
Section 3

EMERGENCY “GO KIT” AND SUPPLIES

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

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

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



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

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



WATER

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

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

HOW—Store water in plastic containers, as soda and glass can break and cartons decompose.

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

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

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



FOOD

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

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

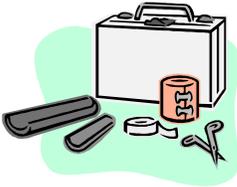
- ✓ Make sure you eat at least one “square meal” a day.
- ✓ Drink adequate amounts of water or juices.
- ✓ Varieties of food may be limited but calorie intake should be ample in order to meet energy needs, especially if engaged in vigorous activity or in cold weather.
- ✓ Always rotate your “disaster”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

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

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

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

FIRST AID SUPPLIES



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

- | | |
|--|---------------------------------|
| Sterile adhesive bandages/assorted sizes | Sunscreen |
| 2 x 2" gauze pads (4-6) | 3" roller bandages (3) |
| 4 x 4" gauze pads (4-6) | Tweezers |
| Medical tape | Needle |
| Triangular bandages (3) | Moist towelettes |
| Scissors | Antiseptic |
| Assorted sizes of safety pins | Thermometer |
| Cleansing agent/soap | Tongue depressors |
| Latex gloves (2-4 pair) | Petroleum jelly/other lubricant |

Non-Prescription Drugs

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

First Aid Basics

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

You are strongly encouraged to enroll in a Community Emergency Response Team (C.E.R.T.) course available through Layton City. To enroll, contact the Layton Management Services Department at (801) 336-3820. First Aid and CPR classes are routinely available through the American Red Cross. You can register by contacting them at (801) 627-0000.

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

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

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

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

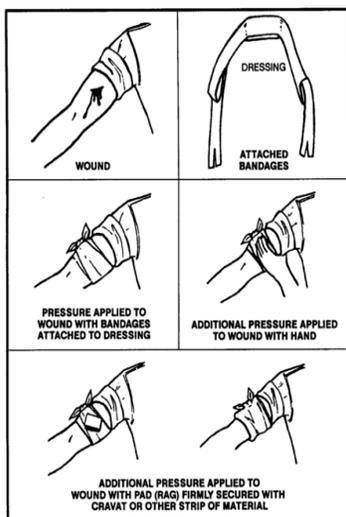
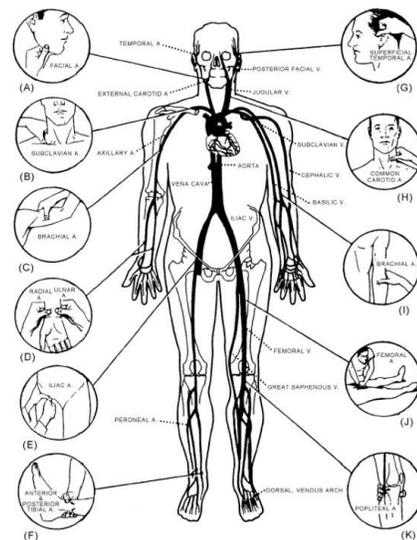


Figure 4-2. Application of a pressure dressing.



CLOTHING AND BEDDING



Sturdy shoes or work boots
Wet/Cold gear
Blankets or sleeping bags
Pillows



Hat and gloves
Thermal underwear
Sunglasses

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

SPECIAL ITEMS



FOR BABY

Formula
Diapers

Bottles
Medications

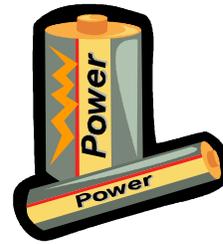
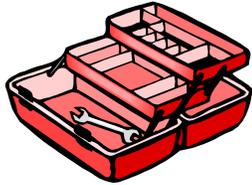
FOR ADULTS

Heart and blood pressure meds
Insulin
Other prescription drugs
Denture needs
Games and books
Extra eye glasses
Contact lens supplies
Vitamins

Important family documents

- Wills, insurance policies, deeds, stocks/bonds
- Credit card and bank account numbers, phone numbers
- Passports, Social Security numbers

TOOLS AND EMERGENCY SUPPLIES



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

Mess kits, paper cups, plates and utensils
Battery radio and batteries
Flashlight and batteries
Cash, traveler's checks, coins
Manual can opener and utility knife
Fire extinguisher
Tube tent
Compass
Matches in waterproof container
Aluminum foil
Plastic storage containers
Road flares
Paper, pencil

Needles, thread
Wrench to turn off gas and water
Whistle
Plastic sheeting
Map of area for locating shelters
Tape
Soap, liquid detergent
Feminine supplies
Personal hygiene items
Plastic garbage bags
Plastic bucket with tight lid
Disinfectant
Household bleach

Section 4

WHAT TO DO BEFORE AND DURING THE EMERGENCY

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

How to make your home safer

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

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

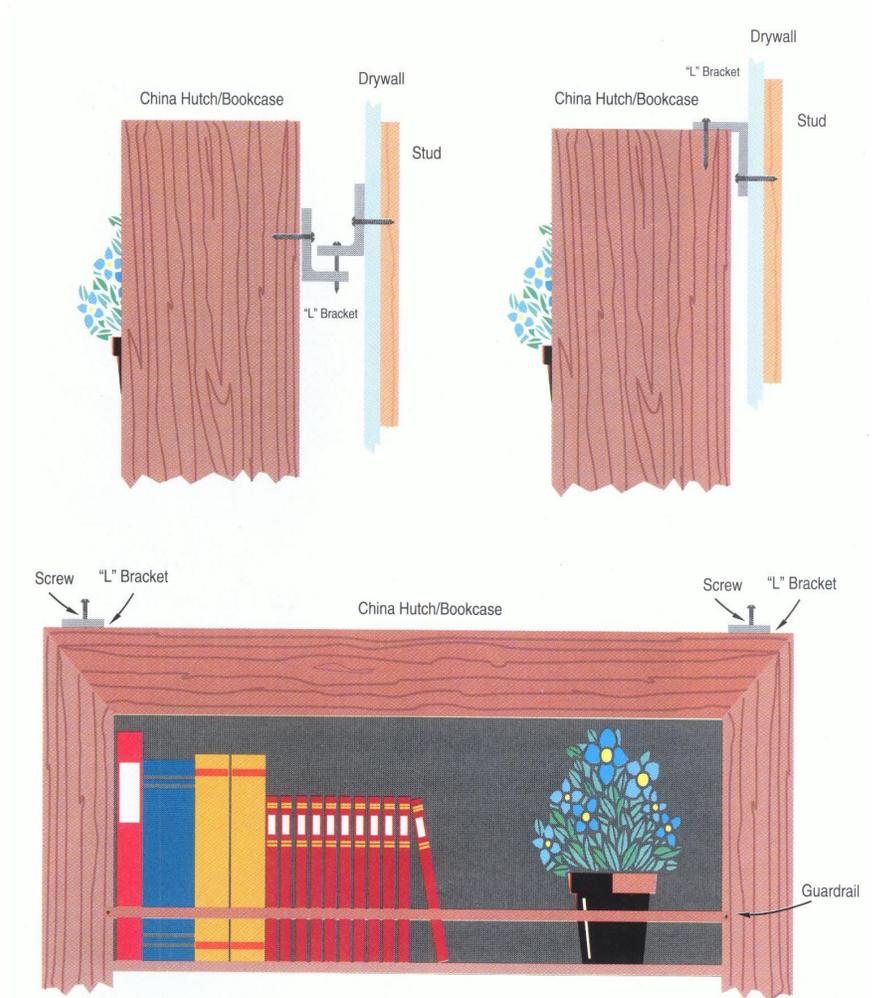
Secure your furniture by using:

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

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

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

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



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

Materials needed:

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

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

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

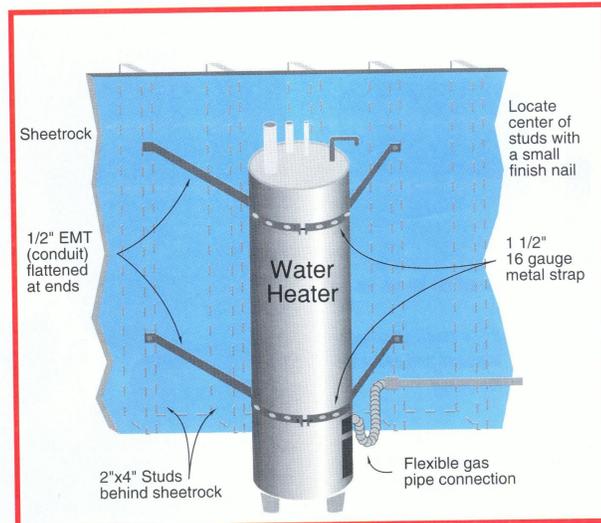
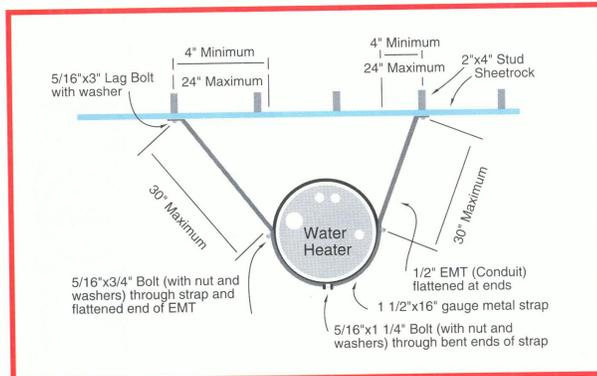
(4) 5/16" x 3-4" long hex head machine bolts with 4 nuts and 8 washers

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

Tools needed:

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

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



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What to do during an earthquake

1. STAY CALM

First and foremost, having a plan will help you stay calm.

2. STAY PUT

If you are inside, stay inside; if you are outdoors, stay there.

3. TAKE COVER

If indoors, take cover under a table, desk, or bench, stand in a supported doorway, or along an inside wall or corner. Stay clear of windows, bookcases, china cabinets, mirrors and fireplaces until the shaking stops. If no protection is available, drop to the floor and cover your head with your hands. Never try to restrain a pet during the shaking.

IF IN THE KITCHEN - turn off the gas stove at the first sign of shaking and quickly take cover.

IF IN A HIGH-RISE BUILDING - get under a desk or table and stay away from windows and outside walls. Stay in the building on the same floor. Don't be surprised if the electricity goes out or the fire alarm or sprinklers go on. **DO NOT USE ELEVATORS !**

IF IN A CROWDED PUBLIC PLACE - do not rush for the doorway since other people are going to have the same idea. Move away from display shelves containing objects that fall.

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

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

Where to go for help and information

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

RADIO Emergency Alert System broadcast can be found on:
KSL 1160 AM or 102.7 FM

Additional Sources of Information:
Davis County Radio 1700 AM
Clearfield City Radio 1680 AM

LOCAL Layton City Web Site www.laytoncity.org
Questar Gas 1-800-541-2824

SOURCES OF PREPAREDNESS INFORMATION AND HELP



Layton City (801) 336-3820 -or- www.Laytoncity.org



Utah State Division of Emergency Services and Homeland Security
1-800-753-2858 -or- www.des.ut.gov



American Red Cross 801-627-0000 -or- www.redcross.org



Federal Emergency Management Administration
202-566-1600 -or- www.fema.gov

A FINAL WORD

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

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

Use the following checklist every six months:

Check and rotate emergency food supplies and “Go Kit”, if needed

Check and rotate emergency water supplies

Check and recharge fire extinguishers if necessary

Check and replace smoke and Carbon Monoxide detectors

Replace batteries in emergency radios and lights

Review emergency plan with family

PLAN  **PREPARE**  **PRACTICE**  **SURVIVE**

ACKNOWLEDGEMENTS:

Virginia Department of Emergency Services

Weber County Department of Emergency Services

Utah Department of Emergency Services and Homeland Security

Federal Emergency Management Agency

American Red Cross