



Fire
Police
Rescue
Paramedics
Emergency



What to do in an Emergency:

- Calm Yourself
- Assess the Situation
- Call 911

Family Preparedness Handbook



Todd Stevenson
Mayor
R. Brandon Green
City Manager/Recorder
Helen L. Peay
City Treasurer



Council Members
Mike Anderson
Don Carroll
Kris Christensen
Craig A. Hill
Bette Hubrichl

April 2011

Subject: FAMILY EMERGENCY HANDBOOK

Dear Fellow Citizens of Fruit Heights,

This booklet may be one of the most important and useful documents you keep in your home. It is intended to provide you and your families with instruction, answer questions, and help you and your family know what to do in an emergency.

We encourage you to update it as needed, review it often, and make it a part of your family emergency preparedness planning. We have been told that in the event of a major emergency, there will probably be areas of our community, as neighbors and as family to take care of ourselves and each other. Your personal preparedness is vital!

As we prepare for emergencies in our lives by knowing what to do and having the necessary resources on hand, it will be easier for everyone to feel confident in our abilities. This handbook can be a valuable tool in accomplishing that goal.

Sincerely,

A handwritten signature in black ink that reads "Todd Stevenson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Todd Stevenson
Mayor

The Emergency Preparedness Committee

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Family Emergency Handbook

Updated May 2009

Before an EMERGENCY happens....

PLAN.....PREPARE.....BE INFORMED

This handbook will help you and your family to **PLAN** for an emergency, **PREPARES** your home, supplies and equipment for an emergency, and **INFORMS** you about what to do for the most likely emergencies to occur in our area. It can also provide essential information to neighbors or emergency personnel who may be trying to help you and your family.

Suggested uses for your EMERGENCY PREPAREDNESS HANDBOOK:

- This is your book – please **personalize it** so that it will be useful to you! Using pencil will help you to be able to make changes later. **Update it yearly.**
- Emergency Personnel have been told that the most likely spot for them to locate this book will be somewhere close to the top of your **refrigerator.**
- You might want to keep a copy of any **Medical Directives** you may have in this book.
- Use a small card to write down your **communications plan** for each member of your family. It should contain information such as: your out-of-state contact name and phone number, your family meeting place and any other useful information. Send one with each member of the family in backpacks, jogging shoes, wallets, and etc.
- In the event of a major disaster, use a piece of **colored paper** (as demonstrated in the back) **taped up to be visible from the street** to let others quickly assess your need for assistance. If you are evacuated, let others know where you have gone.
- **Additional copies** can be printed by going to fruitheightscity.com, then click on Your Government – Boards and Commissions – Emergency Preparedness Committee

Acknowledgments

We appreciate the time and efforts of the Fruit Heights City Citizens Corps Council. Members include Eileen Moss, Chair; Jim Crismer, Vice-Chair; David Baird, Linda Crismer, Carolyn Dent, Bart Ence, Darren Frandsen, Allen Hess, Carol Stewart, Starli Taft, Steve Wallace, and J. R. Westmorland.

We acknowledge and express appreciation to those who have contributed to the creation of this book.

Family Preparedness. 1999, Teri Cook, Fruit Heights, UT
Preparing for an Emergency. Brigham City, UT
Family Emergency Handbook. Woods Cross, UT
Federal Emergency Management Agency (FEMA)

Utah Department of Homeland Security
Utah Department of Emergency Services
American Red Cross
Weber County Dept. of Emergency Services

GIFT IDEAS FOR ALL OCCASIONS

Things we can purchase and/or gather for friends and loved ones to help in hard times or in times of emergency.

Emergency and Camping Ideas:

Sleeping bags -30c	Dutch oven
Fire extinguisher	Cell phone
Coleman Gas Lantern	Chest cooler
Axe	Oil lamp
Tent	Blankets
Candles	Booster cables
Cord of firewood	Portable radio
Car emergency kit	Propane BBQ
Life jackets/Whistles	Rope ladder
Swimming lessons	First aid class
H2O purification tablets	First aid manual
Extra propane tank	Generator
Wash tub and board	Kerosene heater
Small, fireproof safe	Backpack
Portable butane stove	
Disaster Preparedness book	

Food Storage Ideas:

- Steel shelves
- Wheat grinder
- Wheat
- One-month supply kit
- Water containers
- Cases of soup, etc.
- Dehydrator
- Cook books
- Food storage books
- Honey
- Bread Machine

Homemade Gift Ideas:

- Dry pack an assortment of grains, etc. for storage
- An assortment of jams or preserves
- Dehydrate an assortment of fruits
- A collection of favorite family recipes
- Copies of family photographs
- Copies of family genealogical records

Stocking Stuffers:

- Whistles
- Swiss Army Knife
- Savings bonds
- 5 rolls of quarters
- Camping mirror
- Hunting knife
- Fishing lures
- Mutual fund deposit
- Manual can opener
- Packages of seeds
- Journal
- Flashlights/batteries
- Sewing kit
- \$10 phone card
- Compass
- Hand Warmers
- Rain Poncho
- Sewing Kit

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P

PLAN

L

PLAN

A

PLAN

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FAMILY PREPAREDNESS SURVEY

	Y	N
1. Has your family rehearsed fire escape routes from your home?		
2. Does your family know what to do before, during, and after an earthquake or other emergency situation?		
3. Do you have heavy objects hanging over beds that can fall during an earthquake?		
4. Do you have access to an operational flashlight in every occupied bedroom? (use of candles is not recommended unless you are sure there is no leaking gas)		
5. Do you keep shoes near your bed to protect your feet against broken glass?		
6. If a water line was ruptured during an earthquake, do you know how to shut off the main water line to your house?		
7. Can this water valve be turned off by hand without the use of a tool? Do you have a tool if one is needed?		
8. Do you know where the main gas shut-off valve to your house is located?		
9. If you smell gas, do you know how and would you be able to shut off this valve?		
10. Gas valves usually cannot be turned off by hand. Is there a tool near your valve?		
11. Would you be able to safely restart your furnace when gas is safely available?		
12. Do you have working smoke alarms in the proper places to warn you of fire?		
13. In case of a minor fire, do you have a fire extinguisher that you know how to operate? (The fire department will test yours free of charge)		
14. Do you have duplicate keys and copies of important insurance and other papers stored outside your home?		
15. Do you have a functional emergency radio to receive emergency information?		
16. If you and your family had to evacuate your home, have you identified an outside meeting place?		

**IF AN EMERGENCY LASTED FOR THREE DAYS (72 HOURS)
BEFORE HELP WAS AVAILABLE TO YOU AND YOUR FAMILY...**

	Y	N
17. Would you have sufficient food?		
18. Would you have the means to cook food without gas and electricity?		
19. Would you have sufficient water for drinking, cooking, and sanitary needs?		
20. Do you have access to a 72 hour evacuation kit?		
21. Would you be able to carry or transport these kits?		
22. Have you established an out-of-state contact?		
23. Do you have a first aid kit in your home and in each car?		
24. Do you have work gloves and some tools for minor rescue and clean up?		
25. Do you have emergency cash on hand? (During emergencies banks and ATM machines may be closed)		
26. Without electricity and gas do you have the means to heat at least part of your house? (think of how to cover broken windows)		
27. If you need medications, do you have a month's supply on hand?		
28. Do you have a plan for toilet facilities if there is an extended water shortage?		
29. Do you have a supply of food, clothing, and fuel where appropriate: For 6 months? For a year?		

EMERGENCY PREPAREDNESS FAMILY ACTION PLAN

1. Be aware of the various disasters that may affect your area – earthquakes, fire, floods, drought, hurricanes, tornadoes, chemical or biological emergencies, etc. – and learn how to appropriately deal with each. Keep instructions and first aid manuals readily accessible.
2. Have an advance plan with all family members aware of how to get home if necessary.
3. Design an evacuation plan for your home with at least two ways to get out of each room. Write your plan down and practice it at least twice each year with your family.
4. Choose **two** places to meet after a disaster: one just outside your house, and the other away from your immediate neighborhood.
5. Keep copies of your work, local municipality and children's school emergency plans at home and wherever you spend a lot of your time.
6. Choose an emergency contact person outside your area. It may be easier to call long distance than locally after an emergency or disaster. Take a minute to contact that person to ask him/her to be your family's designated contact in case of emergency. Share the contact's name and number with everyone in the family.
7. Keep emergency and other important phone numbers posted by each phone in the house. Have at least one landline phone in your home, as cordless and cell phones may not work in an emergency.
8. Complete an emergency contact card for each person in the family to carry with them. Be sure to include your out-of-area contact information on each contact card.
9. Keep enough food, water and supplies in your home to meet the needs of your family for at least three days. Make an emergency supply kit to take with you in case of an evacuation. Keep it in an easily-accessible place. Make a smaller version of this to keep in your car.
10. Make a note on your calendar to review your plan every 6 months, update emergency numbers and check and rotate supplies.
11. Keep a whistle and a flashlight with fresh batteries in every bedroom.
12. Have smoke detectors on every level of your home and test them regularly.
13. Have appropriate fire extinguishers and know how to use them.
14. Know how to turn off your water, gas, and electricity where each enters your home and keep appropriate tools nearby.
15. Every family member should know by memory the phone number of: father's and/or mother's employment, a close friend or relative or church member.
16. Know where to go if local emergency sirens go off.
17. Keep important papers and documents in a file which can easily be taken with you in case of emergency.
18. Have a list of essentials to take with you in an emergency taped to a door for reference.
19. Always keep your gas tank at least half full.

Individual Household Information

Address _____ Phone _____

Adult Household Members	B-day	Work Phone	Cell Phone
1.			
2.			
3.			
4.			

Child's Name	B-day	Cell Phone	Child's Name	B-day	Cell phone
1.			5.		
2.			6.		
3.			7.		
4.			8.		

Family Meeting Place - Outside the home (example: the mailbox) _____

Family Meeting Place - Outside the neighborhood (example: Grandmas house; Entry of School) _____

Emergency Contact (*Be sure to list one "Out of Town" Contact)

Name/Address	Relationship	Home Phone	Work Phone	Cell Phone

Emergency Care Authorization: I hereby authorize the following individuals to make medical decisions on behalf of my family if I am unavailable in the event of an emergency:

Name/Address	Relationship	Home Phone	Work Phone	Cell Phone

Preferred Hospital _____ Health Plan _____

Group # _____ Medicare # _____

Other Medical Insurance: _____

Preferred Pharmacy _____

Signed _____ Date _____

Family Preparedness Checklist

Meet with your family today and discuss why you need a preparedness plan. Explain the dangers of fire, flood, wind, earthquakes and chemical spill to children. Use this checklist to prepare your family.

- 1. Complete the Family Information forms in this book.
- 2. Make your house plan - mark the location of utilities and emergency supplies.
- 3. Plan for an evacuation - list the most important items to take with you
- 4. Teach older children how and when to turn off all utilities
- 5. Evaluate your home security and plan how to improve it.
- 6. Check and rotate emergency water supplies.
- 7. Be able to purify unsafe water.
- 8. Take inventory of your food storage and make a plan to increase it.
- 9. Check and rotate your 72 hour "Go Kit". Store where it is easily accessible.
- 10. Check and rotate items in your First Aid Kit.
- 11. Take a First Aid Class: Learn CPR. Take a CERT class.
- 12. Make plans for emergency cooking, heating, and lighting.
- 13. Prepare a sanitation kit.
- 14. Check and recharge fire extinguishers if necessary.
- 15. Check and replace smoke and Carbon Monoxide detectors.
- 16. Bolt down water heaters, tall shelves and appliances before the earthquake.
- 17. Prepare financially by staying out of debt and saving for the future.
- 18. Replace batteries in emergency radios and lights.
- 19. Review your Emergency Plan with your family!

**PLAN – PREPARE – BE INFORMED
SURVIVE**

FAMILY MEMBER INFORMATION

Name _____

Age _____

Birth date _____

Gender _____

Height _____

Weight _____

Hair color _____

Eye color _____

School/Employer _____

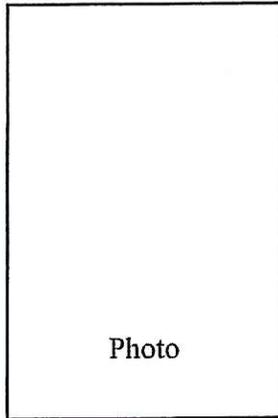
Phone _____

Physician _____

Phone _____

Allergies/Medical Condition _____

Medications _____



Name _____

Age _____

Birth date _____

Gender _____

Height _____

Weight _____

Hair color _____

Eye color _____

School/Employer _____

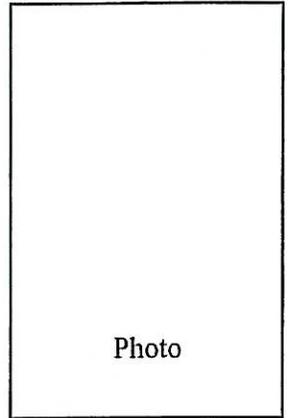
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Gender _____

Height _____

Weight _____

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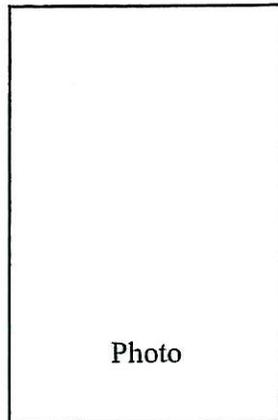
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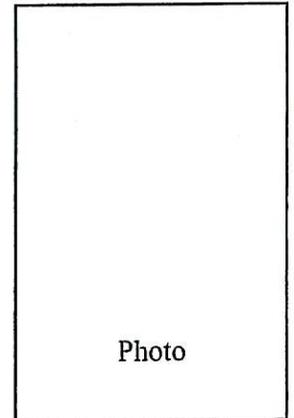
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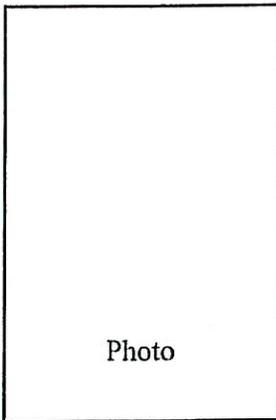
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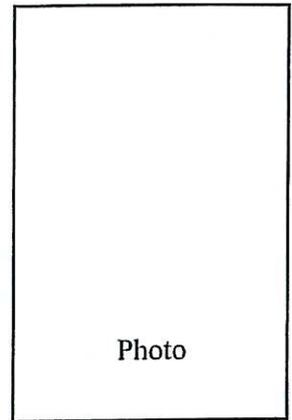
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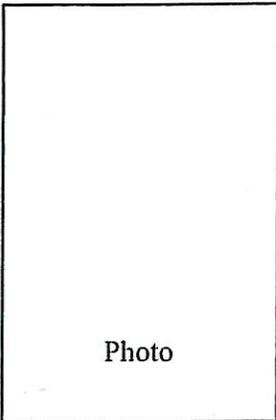
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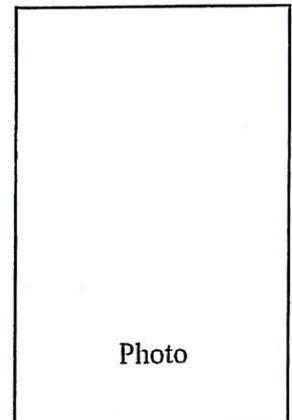
Phone _____

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Phone _____

Allergies/Medical Condition _____

Medications _____



NEIGHBORHOOD INFORMATION

FAMILY ADDRESS & PHONE #	THOSE LIVING AT HOME	EMERGENCY CONTACTS & SPECIAL INSTRUCTIONS	
NAME: ADDRESS: HOME PHONE: WORK PHONE: CELL PHONE:	ADULTS: CHILDREN: PETS:	<u>EMERGENCY CONTACTS:</u>	<u>PHONE NUMBERS:</u>
		<u>SPECIAL INSTRUCTIONS:</u>	
NAME: ADDRESS: HOME PHONE: WORK PHONE: CELL PHONE:	ADULTS: CHILDREN: PETS:	<u>EMERGENCY CONTACTS:</u>	<u>PHONE NUMBERS:</u>
		<u>SPECIAL INSTRUCTIONS:</u>	
NAME: ADDRESS: HOME PHONE: WORK PHONE: CELL PHONE:	ADULTS: CHILDREN: PETS:	<u>EMERGENCY CONTACTS:</u>	<u>PHONE NUMBERS:</u>
		<u>SPECIAL INSTRUCTIONS:</u>	
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		<u>SPECIAL INSTRUCTIONS:</u>	
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		<u>SPECIAL INSTRUCTIONS:</u>	

NAME: ADDRESS: HOME PHONE: WORK PHONE: CELL PHONE:	ADULTS: CHILDREN:	<u>EMERGENCY CONTACTS:</u>	<u>PHONE NUMBERS:</u>
	PETS:	<u>SPECIAL INSTRUCTIONS:</u>	
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	PETS:	<u>SPECIAL INSTRUCTIONS:</u>	

Last Updated:

NOTES:

HOUSE PLAN

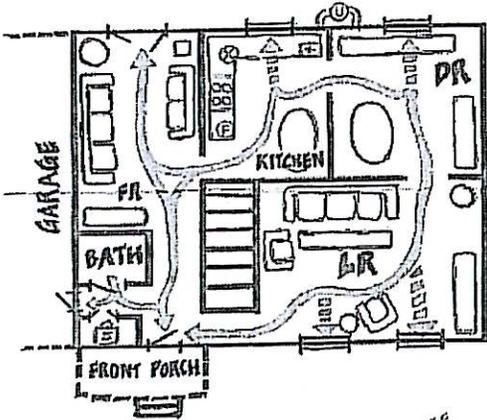
It is important for every member of the family to know where important utility valves and shut-offs are located in the house. It is also important to know where important papers, emergency supplies and other important resources are stored. A simple floor plan of each floor of your home drawn on graph paper will be of great assistance. The following should be prominently identified on the floor plan:

- Gas shut-off
 - Inside the house _____
 - Outside the house _____
- Water shut-off
 - Inside the house _____
 - Outside the house _____
- Electricity shut-off
 - Inside the house _____
 - Outside the house _____

Include in the plan primary and alternate routes of evacuation from all locations in the house. You should also identify the location of all smoke alarms and when batteries should be changed. These floor plans should follow this page.

- It may be useful to include here any additional information that may be useful about your house such as:
- Previous owners of your home
 - Diagrams of electrical wiring, cable, phone wires, plumbing, etc.
 - Paint colors by room
 - Date of significant modifications and improvements

Example:



LARGE OAK

- | | | |
|-----------------------|----------------------------|------------------|
| Normal Exit Route | Disaster Supplies Kit | Stairways |
| Emergency Exit Routes | Doors | Utility Shut Off |
| Fire Extinguisher | Collapsible Ladder | Windows |
| Smoke Detectors | Reunion Location (Outside) | First Aid Kit |

How does your home measure up against burglary?

PROTECT YOURSELF AND YOUR NEIGHBORS BY STARTING A
NEIGHBORHOOD WATCH PROGRAM IN YOUR AREA.

DOORS:

YES NO

1.	Are all outside doors made of solid core wood or metal and at least 1¾" in thickness?		
2.	Are the locks on all your outside doors either the "deadbolt" or "jimmy-proof" type?		
3.	Are your door locks at least 40" from a window or a thin wood panel that may be broken out by a burglar?		
4.	Do you have a wide-angle viewer ("peep hole") on all exterior doors so you can identify the person at the door?		
5.	Do the exterior doors have heavy duty strike plates securely mounted with screws long enough to go through the doorframe and into the wall?		
6.	Can all of your doors (main, basement, porch, French, balcony, patio, etc.) be securely locked?		
7.	Is your sliding glass door secure? (Place a strong piece of wood in the track, drill a hole through the inside frame and insert a nail to prevent sliding, or install locks designed to prevent sliding or lifting.)		
8.	Do your basement doors have locks that allow you to isolate that part of your house?		
9.	Are all your locks in good repair?		
10.	Do you know everyone who has a key to your house?		
11.	Did you get <u>all</u> the keys from the previous owners of your house?		

WINDOWS:

YES NO

12.	Are your window locks properly and securely mounted?		
13.	Do you keep your windows locked when they are shut?		
14.	Do you use locks that allow you to lock a window that is partially open?		
15.	Are you as careful about locking basement windows as you are about main floor windows?		
16.	Have you made it more difficult for the burglar by locking up ladders, avoid placing trellises that can be used as a ladder or similar aids for climbing?		

GARAGE/STORAGE SHED:

YES NO

17.	Do you lock your garage and/or storage shed at night?		
18.	Do you lock your garage and/or storage shed when you are away from home?		
19.	Do you have good, secure locks on all garage and/or storage-shed doors and windows?		
20.	Do you lock your car and take the keys out, even when parked in your garage?		

WHEN YOU GO ON A TRIP:

		YES	NO
21.	Do you stop all deliveries or arrange for neighbors to pick up papers, mail, packages, etc.?		
22.	Do you notify a neighbor when you are leaving and how long you will be gone?		
23.	Do you contact the police department to see if they provide extra protection for vacant homes?		
24.	Do you leave some shades up and set 2 or more lights on timers so the house doesn't look deserted? Use timers daily not just when you are away.		
25.	Do you arrange to have your lawn mowed or snow shoveled off walks and driveways?		

SAFE PRACTICES:

		YES	NO
26.	Do you plan so that you do not need to hide a key under the doormat?		
27.	Do you keep as much cash as possible, and other valuables, in the bank?		
28.	Do you keep a list of all valuable property?		
29.	Do you keep a list of the serial numbers of your TV's, VCR's, CD players, cameras, etc.?		
30.	Do you have a description or a picture of other valuables that do not have serial numbers?		
31.	Do you have all your valuables marked with your own personal ID number? (Driver's License number or other meaningful ID)		
32.	Have you told your family what to do if they should discover a burglar breaking in or already inside the house?		
33.	Have you told your family to leave the house undisturbed and to call the police if they discover a burglary has been committed?		
34.	Do you know the telephone number of the law enforcement agency in the area your home is located?		
35.	Do you have outdoor lighting that properly lights the outside of your home (motion detection activated, flood, or regular lighting)?		

ALARM SYSTEMS:

		YES	NO
36.	Do you have an alarm system in your home?		
37.	Is the system in good working order?		
38.	Have you had a false alarm?		
39.	Do you know your neighbors and watch out for each other's property?		

Totals _____

Rate yourself on home security

30 or more **YES** answers.....you are pretty safe
 20-29 **YES** answers.....you could be burglarized
 19 or fewer **YES** answers.....you are at high risk
 and could be easily burglarized.

ONLY YOU CAN LOCKOUT CRIME!!!

UTILITY SHUT-OFF

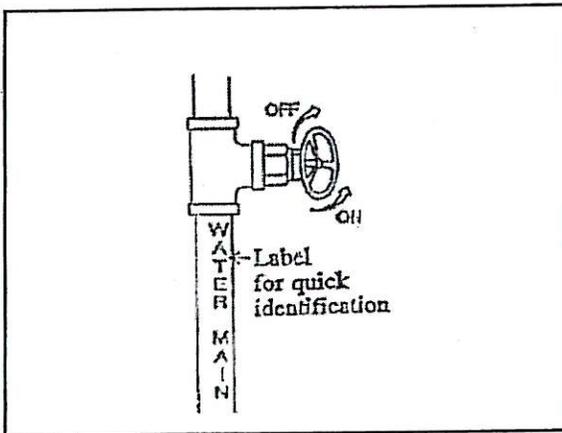
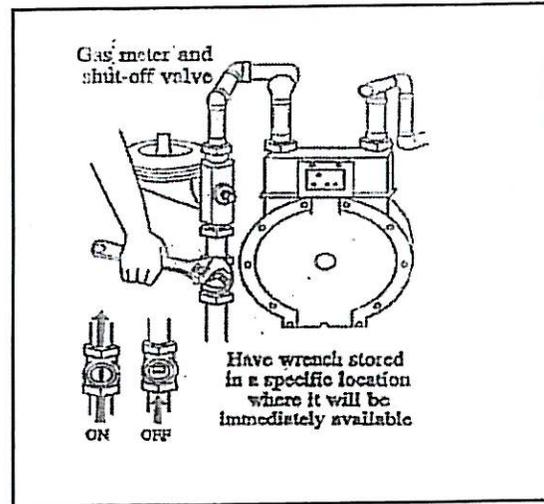
Know how to shut off all your utilities and where the shut-offs are, inside and outside the house.

1. NATURAL GAS— Sniff for gas leaks, If you smell gas or there is significant structural damage to your home, turn off the gas.

“DO NOT TURN OFF IF NO LEAK IS SUSPECTED. If you turn the gas off, you will need a professional to turn it back on.”
FEMA

The meter shut-off valve is located next to the meter. Use a wrench to turn the valve a quarter turn in either direction to the “off” position. Notify the gas company or 911 of the gas leak. **DO NOT** attempt to turn the gas back on!!!

Depending on the severity of the emergency, 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.



2. WATER— Shut off the main water valve to keep contaminated water from entering the house.

If there are water leaks in your home or between your home and the meter, the water valves should be turned off to maintain pressure.

3. ELECTRICITY

If there are downed power lines **STAY AWAY, DO NOT TOUCH!** If you see or hear electrical sparking, **DO NOT TOUCH** or attempt to operate any electrical appliances or switches. 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, or unable to get to it, find the electrical “meter” box on the outside of your house and turn the switch to “off”.

