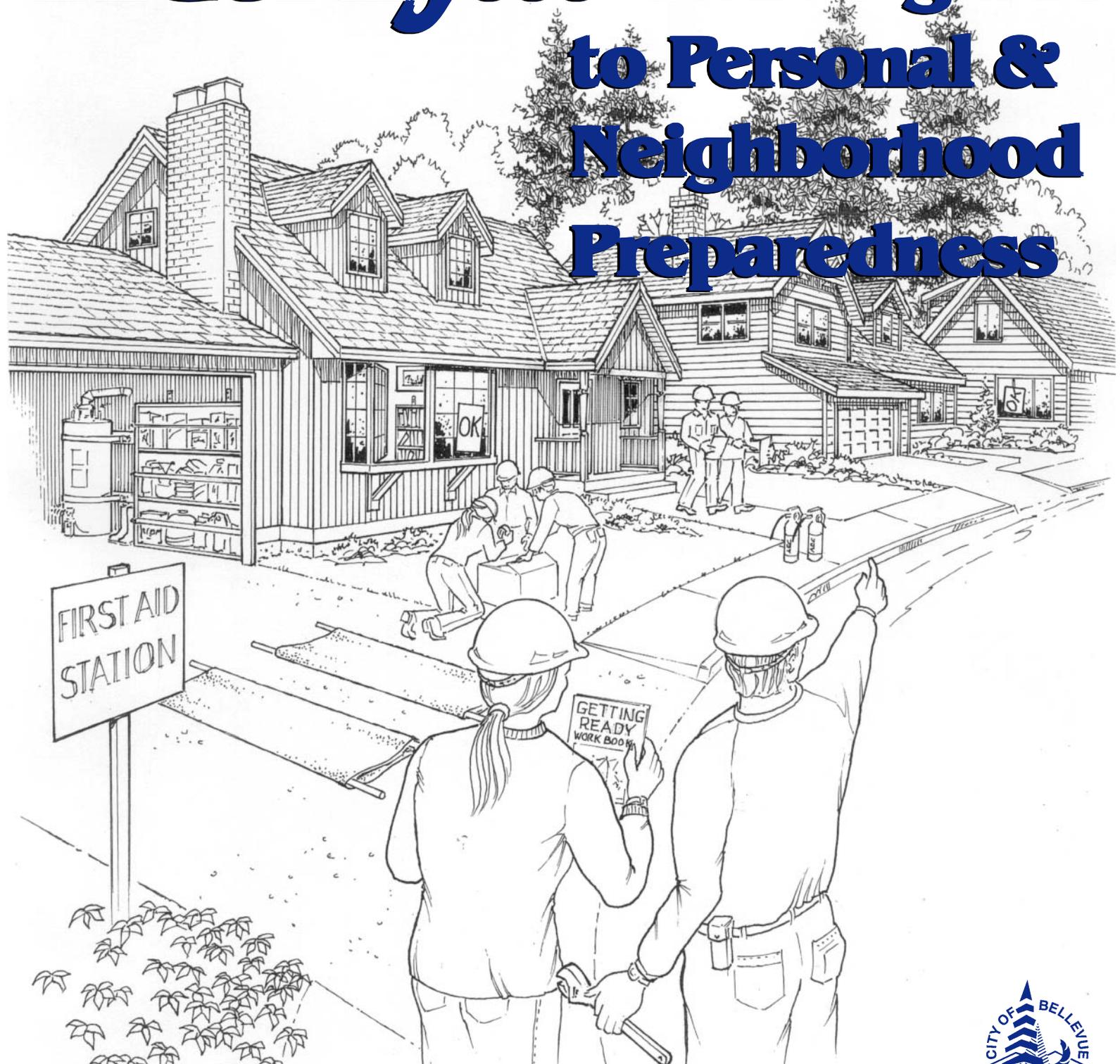


Getting Ready...

SPAN's guide to Personal & Neighborhood Preparedness



"Strengthening Preparedness Among Neighbors"





Personal and Home Disaster Preparedness

Month 1 <i>Personal & Family Disaster Plan</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Page 4 & 5

Month 2 <i>Storing Water</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Page 6 & 7

Month 3 <i>72-Hour Comfort Kits</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Page 8 & 9

Month 4 <i>Securing Hanging Furnishings</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Page 10 & 11

Month 5 <i>Utility Safety</i>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

Page 12 & 13

Month 6 <i>Securing Tall Furnishings</i>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Page 14 & 15

Month 7 <i>Securing the Water Heater</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Page 16 & 17

Month 8 <i>Emergency Supplies</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Page 18 & 19

Month 9 <i>Kitchen & Cabinet Safety</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Page 20 & 21

Month 10 <i>Fire Safety</i>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Page 22 & 23

Month 11 <i>Garage & Storage Safety</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Page 24 & 25

Month 12 <i>Structural Mitigation</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Page 26 & 27

Keys to Success

- choose one hour each month to do the designated activity
- write it on the calendar!

To contact us:

City of Bellevue Emergency Preparedness Division
 425 - 452 - 7923 (voice)
 425 - 452 - 2840 (fax)
 LScott@ci.bellevue.wa.us (e-mail)
 www.bellevue.wa.us/fire (website)



SPAN's guide to Personal & Neighborhood Preparedness

The consequences of disaster are largely preventable. This workbook will help you take action today.

Getting Ready...

Personal Preparedness - monthly SPAN•board activities

page 4	Personal disaster plan
 6	Water
 8	72-hour comfort kit
 10	Wall hangings
 12	Utility safety
 14	Tall furniture
 16	Water heater
 18	Emergency supplies
 20	Kitchen & cabinets
 22	Fire safety
 24	Garage & storage
 26	Structural preparedness

Neighborhood Preparedness - Disaster Response Teams

page 30	9-step neighborhood response plan
 31	Block coordination
 33	First aid
 35	Light search & rescue
 37	Safety & security
 39	Sheltering & special needs
 41	Communications
 43	Damage assessment
 45	Critical under-the-bed items

Neighborhood Resource Pages

page 48	Neighborhood preparedness process
 49	Disaster response summary
 50	Sample neighborhood map
 51	Neighborhood supply kit
 52	Making an emergency stretcher
 53	SPAN's training academy
 54	Disaster mental health
 55	Pet preparedness
 56	Out-of-area contact cards
 59	Neighborhood information & skills inventory



SPAN - Strengthening Preparedness Among Neighbors

<p>the best preparedness is ongoing</p>	<p>SPAN's innovative approach to disaster preparedness:</p> <ul style="list-style-type: none"> We believe preparing for disasters goes beyond completing a checklist of activities – effective preparedness becomes a routine part of our thinking. This does not mean we dwell on disaster – it does mean we routinely do a little something to get ready.
<p>take action to reduce fear</p>	<ul style="list-style-type: none"> We believe one of the best ways to reduce disaster fear is to take action. Doing something about the “thing” causing the fear has been proven a great way to gain control over it.
<p>do one thing each month</p>	<ul style="list-style-type: none"> We believe long lists of preparedness activities seem overwhelming. Consequently, we focus on completing just one SPAN calendar activity each month.
<p>neighbors are excellent resources</p>	<ul style="list-style-type: none"> We believe your neighbors are perhaps your best resource during disasters. Disasters are major events that overwhelm traditional 9-1-1 responders – fire, police, medics, and utility personnel. Neighbors that are organized into SPAN Response Teams tend to critical needs in the neighborhood in a timely and effective manner.

*It is not the burdens of every day that drive people mad.
It is the regret of yesterday & the fear of tomorrow.
Regret and fear are the twin thieves that rob us of today.*
unknown

The greatest antidote to worry, whether you are getting ready for a space flight or facing a problem of daily life, is preparation. The more you prepare, ...the more you allay your fears about the future.
Senator John Glenn, astronaut

Persistence is what makes the impossible possible, the possible likely, and the likely definite.
unknown

People who make a difference are not the ones with the credentials, but the ones with the concern.
Max Lucado

Month 1 <i>Personal & Family Disaster Plan</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Month 2 <i>Storing Water</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Month 3 <i>72-Hour Comfort Kits</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Month 4 <i>Securing Hanging Furnishings</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Month 5 <i>Utility Safety</i>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Month 6 <i>Securing Tall Furnishings</i>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Month 7 <i>Securing the Water Heater</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Month 8 <i>Emergency Supplies</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Month 9 <i>Kitchen & Cabinet Safety</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Month 10 <i>Fire Safety</i>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Month 11 <i>Garage & Storage Safety</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Month 12 <i>Structural Mitigation</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Personal Preparedness

VITAL TERMS

Prepare for - potential disaster consequences

Examples: store water & supplies, establish out-of-area contacts, practice safety

Mitigate against - potential damage

Examples: secure bookcases, strap water heater, bolt home to foundation

Respond to - events caused by disaster

Examples: injuries, leaking natural gas, kids home alone

Recover from - effects resulting from disaster

The more you **prepare for** and **mitigate against** disaster, the more effective will be your **response** and the less will be your **recovery** .



Personal & Family Disaster Plan

Getting Ready... Month # 1

Enjoy peace of mind. Start preparing today

Conquering the instinct to run

During earthquakes, many people's fight/flight instinct urges them to *run!* - even when they know they should "drop, cover, hold."

Studies show that people in our country tend to be hurt by falling objects, not collapsing structures. If you are on your feet trying to move, you are in danger from toppling bookcases, breaking windows, flying dishes, falling televisions, collapsing fireplaces, or shifting furniture. Safety comes from quickly getting **under** or **beside** something that is taller than you are.

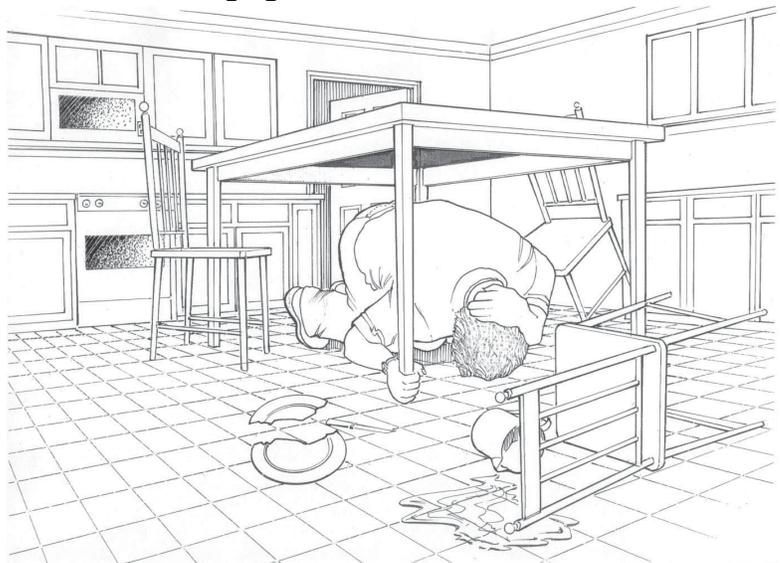
You and your loved ones can learn to resist the instinct to run by *knowing* where safe places are in each room of your home, and by *practicing* getting to them.

✓ Practicing being safe

- ☐ 1. Choose a safe place to go in *each* room and practice quickly moving to that safe place in the:
 - bedrooms
 - bathroom
 - living room
 - play room
 - kitchen
 - garage

Safe places include:

- **under** a sturdy table or desk
- **beside** a sofa
- **beside** a bed
- **under** a work bench
- **sitting against** an inside wall



- ☐ 2. Hold *Earthquake Drills* to practice taking cover in your safe places. Regularly call out "earthquake!!" Allow everyone time to react. Then, come together and discuss where each of you went, and why it was or was not the safest place to go.

Key to Success: Practice, Practice!

Practicing is what helps ensure you will quickly move to your safe place instead of responding to the instinctive urge to run.



Learn to resist the instinct to run.

Regularly practice:

- Drop - **under** or **beside** something sturdy and taller than you are
- Cover - the back of your head and neck with one arm
- Hold on - in case the thing you're under or beside moves
- Close your eyes - you'll do better psychologically if you don't watch, and you'll protect your eyes

Month 1 Personal & Family Disaster Plan						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Action is the antidote of worry.

Contacting loved ones after disasters

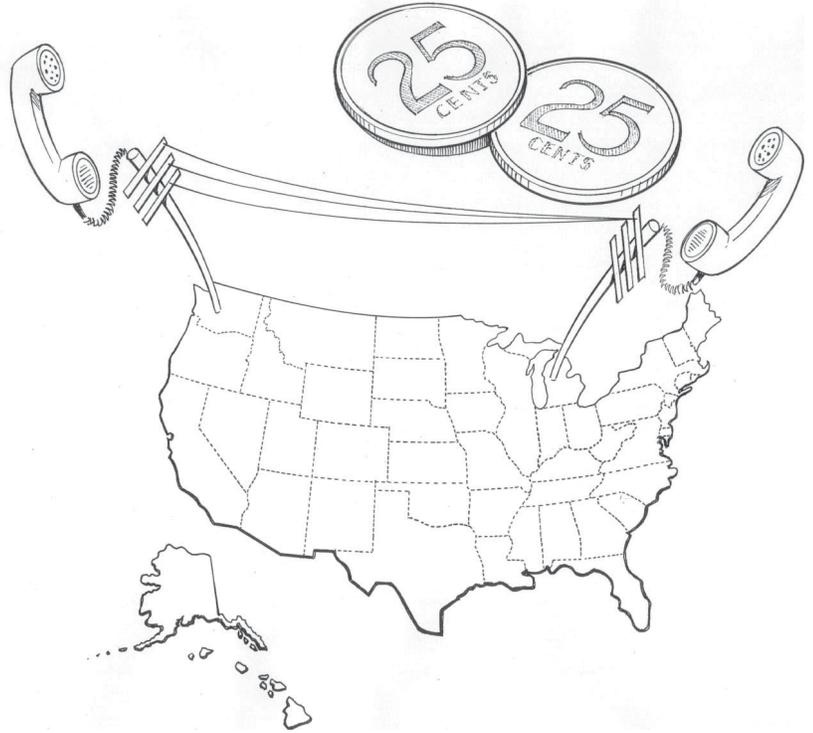
- 3. Ask an out-of-area friend or relative to be your contact person. This person should live out of Washington or Oregon. See *Did You Know* to find out why you can make long distance but not local calls.

Out-of-area contact:

Phone number:

After a disaster, all household members call this person to tell her or him how they are, and to find out how other household members are.

- 4. Make small cards with this person's name and phone number for all family members to carry in their wallets, purses, or backpacks.



Did You Know

- Phone lines were "hardened" years ago to withstand nuclear attack and are quite resistant to damage. It's difficult to make local calls not because of damage, but because of the number of people trying to call at the same time. Typically, however, you can make long distance calls.
- One reason the local phone system shuts down during earthquakes is because handsets get knocked from their bases. Help restore local phone service by making sure all your phones are hung up.
- You should keep a phone that does not require electricity. Cordless phones use electricity! - if power is out, they will not work.
- Pay phones are part of the emergency services network, and are a priority to be restored to service. Tape the coins needed to use a pay phone to your out-of-area contact card.



Out-of-Area Contact

NAME _____
name of person living out of Washington or Oregon

Contact's phone #'s: _____
daytime / work residence

Fire Meeting Place _____
Near our home

Disaster Mtg Place _____
In case we cannot get home

- Fill out contact cards on page 56
- Distribute to all household members



Enjoy peace of mind. Start preparing today

Preventing thirst after a disaster

Water is essential for survival. The ground trembling and shaking caused by earthquakes can crack or break the lines that bring fresh water to your house. You may have to rely for three days or more on the water you store.

How much water should I store?

Three (3) gallons for each person in your household is the minimum amount required to take care of drinking, cooking, and hygiene needs for the first 72 hours of a disaster.



Which containers are good?

Plastic containers with a screw-cap lid, such as two-liter soda pop bottles or food-grade plastic jugs, work great.

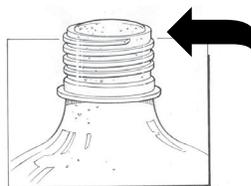
If you use two-liter soda pop bottles, plan to store at least six (6) of these for each person in your household.

Do not use glass bottles or old bleach bottles (or any container that has held a toxic substance). Glass breaks too easily. The plastic of old bleach bottles contains substances that, over time, get into the water and make it unfit for drinking.

Avoid the use of plastic milk jugs. They are difficult to seal tightly, and their plastic becomes very fragile and brittle over time.

✓ Storing water

1. Choose containers that have a tight-fitting screw-cap lid. Two-liter pop bottles are a great choice.



2. Thoroughly rinse out the container with water, and **fill it to the very top** of the container. For extra safety, thoroughly rinse the container with a weak solution of liquid chlorine bleach (8-10 drops in two cups water). Empty this solution out and fill the container right to the top with fresh water.

3. Seal the container tightly.
4. Label it "drinking water" and date it.
5. Store it in a cool, dark place. Examples:
 - under the bed
 - in the corner of closets
 - behind the sofa

Hint: To make it easy to find many places to put your water, think about this activity as a priority rather than an inconvenience.

Can I improve the taste of stored water?

Stored water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers several times.

Is adding liquid bleach recommended?

In March, 1994, the Food and Drug Administration and the Environmental Protection Agency stated:

- Tap water does not need anything added to it before it is stored because it has already been chemically treated.
- Commercially purchased water does not need anything added to it. Keep it in its original, sealed container.

You will never wish you had not prepared.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

What about rotation?

It is recommended that water be rotated every six months. (When you change your clocks for daylight savings time in the fall and spring is a good time to rotate your water supply.)

Treating water of questionable purity:

1. Filter the water to remove as many solids as possible. Coffee filters, cheesecloth, or several layers of paper towels work well.
2. Bring the water to a rolling boil for a full 10 minutes.
3. Let it cool for at least 30 minutes. Water must be cool or the chlorine you add next will dissipate and be rendered useless.
4. **Add 16 drops of liquid chlorine bleach per gallon** of cool water, or **8 drops per two-liter bottle**. The only active ingredient in the bleach should be 6.00% sodium hypochlorite, and there should be no added thickeners, soaps or fragrances.
5. Let it stand for 30 minutes.
6. If it smells of chlorine, you can use it. If it does not smell of chlorine, add 16 more drops of chlorine bleach per gallon, let it stand for another 30 minutes, and smell it again. If it smells of chlorine, you can use it.

If it does not smell of chlorine, discard it and find another source of water.

Distillation - A second method of purification:

1. Fill a pot halfway with water.
2. Tie a cup to the handle on the pot's lid so that the cup will hang right-side up when the lid is placed upside-down on the pot (make sure the cup is not dangling in the water).
3. Boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

This method allows the vapor resulting from boiling water to collect in the cup. This condensed vapor will not include salts or other impurities.

Additional information:

- The only thing that should be used to purify water is liquid household bleach containing 6.00% sodium hypochlorite and no thickeners, soaps or scents. Other chemicals, such as iodine or products sold in camping or surplus stores ARE NOT RECOMMENDED AND SHOULD NOT BE USED.
- Boiling water kills bacteria, viruses, and parasites that can cause illness. Treating water with chlorine bleach kills most viruses, but will probably not kill bacteria. Therefore, boiling and then adding chlorine bleach is an effective water purification method.
- The only accepted measurement of chlorine is the drop. A drop is specifically measurable. Other measures, such as "capful" or "scant teaspoon" are not uniformly measurable, and should not be used.
- There is no difference in the treatment of potentially contaminated water that is cloudy or that which is clear.

SOURCE: FDA and EPA Report, 1994



distillation is an effective method of water purification



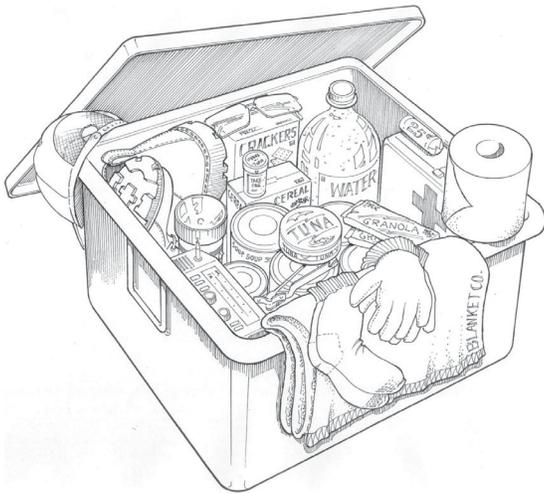
72-hour Comfort Kits

Getting Ready... Month #3

Enjoy peace of mind. Start preparing today

Storing Emergency Supplies

Chances are you will have to rely upon supplies you have available in your home for at least the first three days following any major disaster. Store these items in something that is portable and easily carried, like a plastic tub with a tight-fitting lid. In the event of fire or rapid evacuation, you'll appreciate having more than just the clothes on your back.



The container should be able to withstand moisture, insects, and some abuse when the quake happens. If you have a large family, several smaller tubs may be easier to carry than one large container.

Place items in plastic bags to protect against condensation, which causes mildew and rust. The bags newspapers come in are a good choice - these can later be used for disposing of waste.

Locate these supplies as close to your primary house exit as possible. You may have to find it in the dark or after the upheaval of an earthquake.

Water

Keep at least a three-day supply of water for each person in your household. Two-liter soda pop bottles work great. That means six two-liter bottles per person. (See pages 6 - 7 for more information on storing an emergency supply of water.)

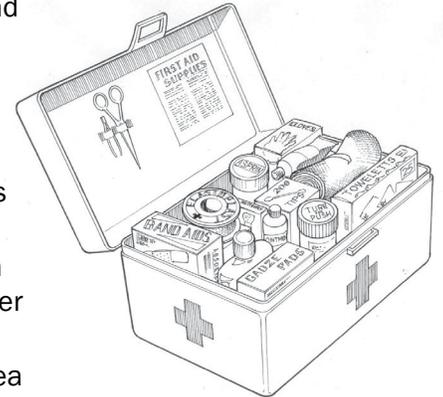
Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration or cooking, and little or no water.

- canned meats, fruits, and vegetables
- canned juices and soups
- high energy foods - peanut butter, granola bars, trail mix, beef jerky
- "comfort" foods - cookies, hard candy, etc.

First Aid Supplies

- sterile 4" adhesive bandages
- sterile 4" x 4" gauze pads
- 4" rolled gauze bandages
- large triangular bandages
- butterfly bandages
- adhesive tape
- scissors and tweezers
- moistened towelettes
- bar soap
- latex gloves
- aspirin & non-aspirin pain reliever
- antacid
- anti-diarrhea medication
- insect repellent
- hydrogen peroxide to disinfect wounds
- antibiotic ointment to dress wounds
- sunscreen
- safety pins
- needle & thread
- plastic bags
- sanitary pads
- instant cold packs
- pocket knife
- splinting materials



use a film canister to store an extra pair of latex gloves in the car glove compartment



Month 3 72-Hour Comfort Kits						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Effective preparedness is a process.

Tools & Supplies

- paper cups, plates, and plastic utensils
- battery-operated AM radio
- flashlight
- extra batteries
- non-electric can opener
- ABC fire extinguisher
- whistle
- toilet paper and towelettes
- liquid soap
- feminine supplies
- roll of plastic and duct tape to seal broken windows
- heavy duty, large plastic bags



Special Items

- extra eye glasses
- prescription drugs and medications
- baby diapers, food, and formula
- a family picture
- games and books
- copies of insurance policies
- bank account numbers
- inventory of valuables
- family records
- contact lens solution
- denture adhesive
- cash

Clothing & Bedding

- one complete change of clothes
- blankets or sleeping bags
- mylar blankets
- sturdy shoes
- warm socks
- hat and gloves
- jacket

Pets are family too!
See page 55.

Preparing for disasters is a long-term goal. To make this task manageable, choose just two or three items that you will get each month.

Month #1 items to buy

Item #1 _____

Item #2 _____

Month #2

Item #1 _____

Item #2 _____

Month #3

Item #1 _____

Item #2 _____

Month #4

Item #1 _____

Item #2 _____

Month #5

Item #1 _____

Item #2 _____

Month #6

Item #1 _____

Item #2 _____

Plan to rotate the items in your kit annually. This includes making sure the clothes you have stored still fit!

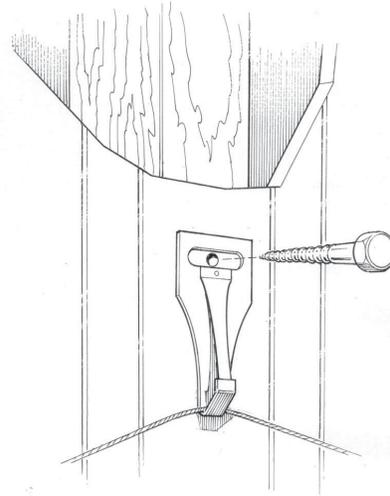


Enjoy peace of mind. Start preparing today

Framed pictures - securing them helps prevent cut feet

The ground swells and rolls of major earthquakes easily can knock heavy pictures and mirrors off the walls. This can be especially dangerous in the night if these unsecured items are located close to your bed, or during the day if they are located close to your favorite chair or sofa.

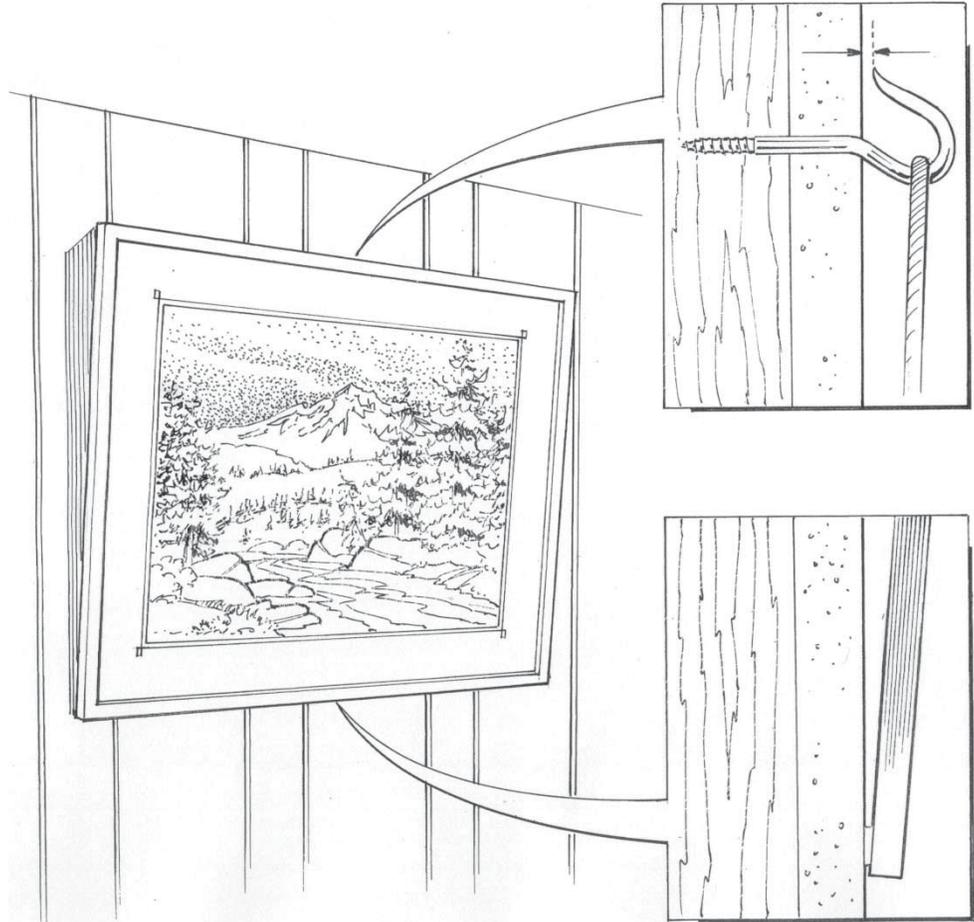
Cut feet from broken framing glass and mirrors is one of the most common injuries resulting from major earthquakes. Securing your pictures helps prevent this common injury.



picture hanging hooks that actually close are also a good choice for securing pictures

□ Securing artwork, pictures, and mirrors

- Use a stud finder to find the closest wall stud.
- Screw a screw hook into the wall stud so that there is barely enough room to slide the framing wire between the wall and the hook. This will help prevent the wire from jumping off the hook during the potentially violent movement of an earthquake.
- If the artwork or mirror is large and / or heavy, you may want to consider securing it to two wall studs.
- Secure the bottom corners of these items with Quake-Hold™-type products to keep them from banging against the wall. This helps keep the framing glass from breaking and damaging the artwork or photo.



screw hook into wall, leaving just enough space to slide the wire onto the hook

secure bottom corners with Quake-Hold™ or similar product

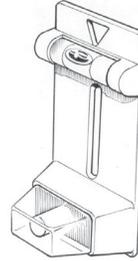
Month 4 Securing Hanging Furnishings						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Regret and fear are the twin thieves that rob us of today.

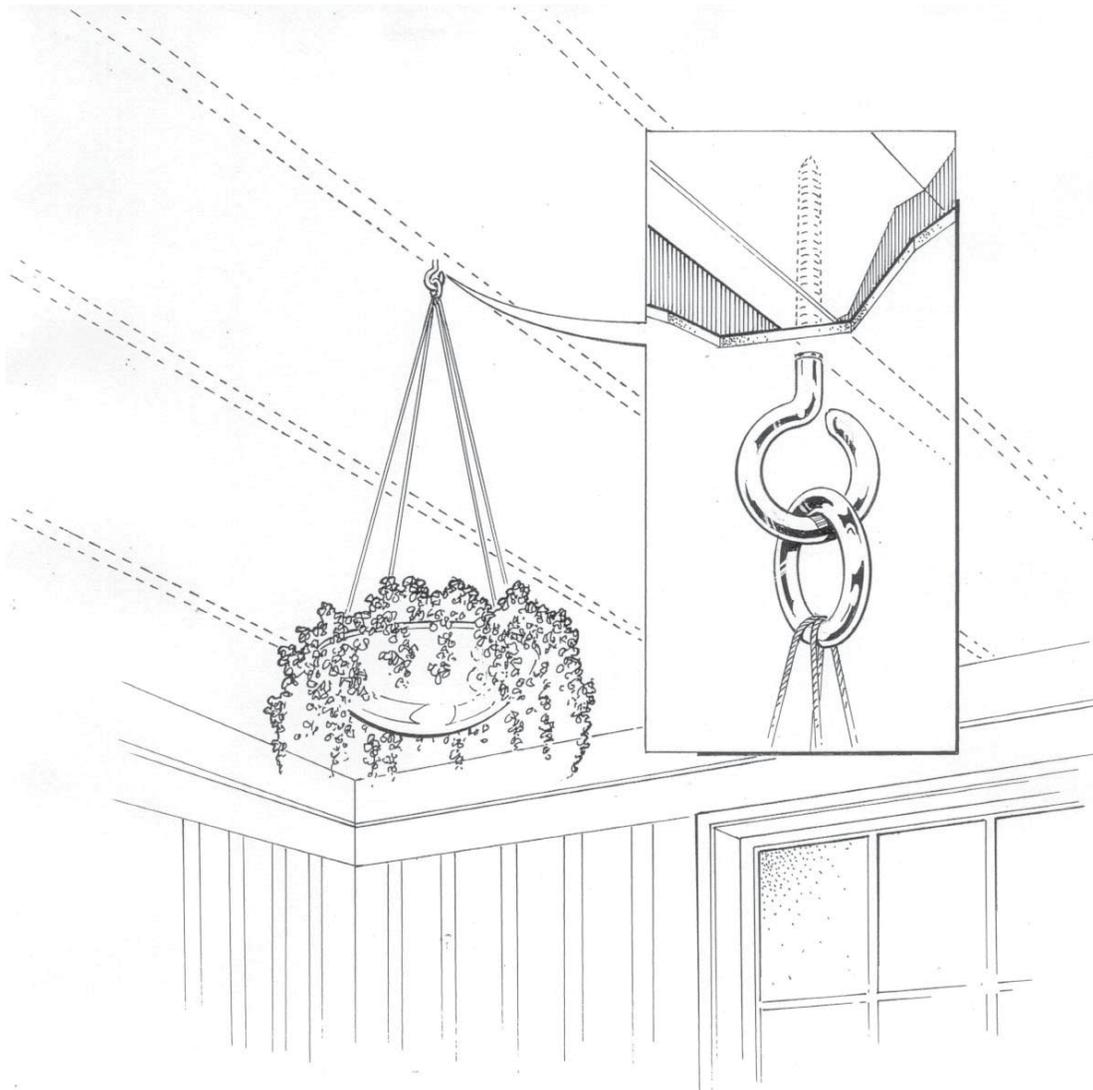
Securing hanging objects

Carefully check the location of all hanging plants and other objects. Determine if these objects are close enough to windows to strike them in the wild motion of an earthquake. If they are, consider moving them.

- Find the ceiling stud by using a stud finder.
- Screw the hook directly into the ceiling stud.
- Hang the object from this hook.
- Close the opening in the hook with a pair of pliers to prevent the object from leaping off the hook during an earthquake.



example of a stud finder





Enjoy peace of mind. Start preparing today

Natural gas

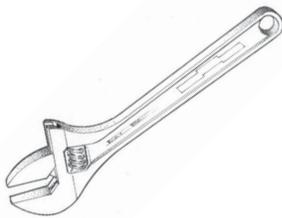
Natural gas leaks and explosions are responsible for a significant number of fires following any major earthquake. It is vital that all household members know how to shut off the natural gas.

□ Preparing to shut off the natural gas

- If you need to shut off the natural gas after an earthquake, turn the valve 90 degrees, or 1/4 turn, so that it crosses the pipe (see illustration) One of your home preparedness efforts should be to check this valve to make sure it will turn. If your valve is rusted open, do not put WD-40™ lubricant on it. It may corrode the O-rings that allow the valve to turn.

CAUTION *If you accidentally turn the gas off while practicing, you **must** call a qualified gas representative to come and turn it on for you. Turning it on yourself will create a gas leak in your home.*

- Attach a wrench to the meter or to the wall directly behind the meter.

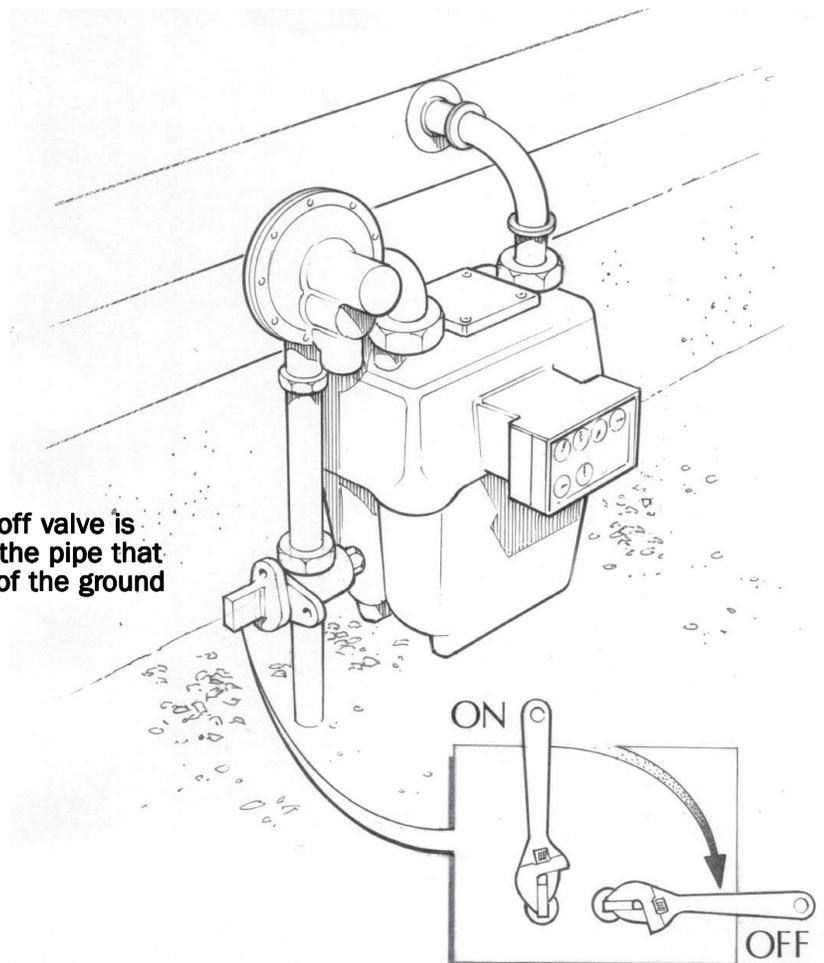


- choose a crescent wrench that is at least 12" long
- adjust it to fit your valve before hanging it behind the meter in case it rusts

Shutting off the gas after an earthquake

- Shut off the gas immediately **only** if you smell the characteristic odor of gas, you hear a hissing sound, and/or you notice the meter dials spinning more rapidly than normal.
- Do not use matches, lighters, open flame appliances, or operate any electrical switches until you are sure no gas leaks exist. Sparks from electrical switches could ignite the gas.
- If you smell natural gas, immediately get everyone out of and away from the house. Open the windows and doors to provide ventilation. Shut off the gas at the meter.
- See page 38 for more information.

the shut-off valve is located on the pipe that comes out of the ground



Month 5 Utility Safety						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Adversity is opportunity.

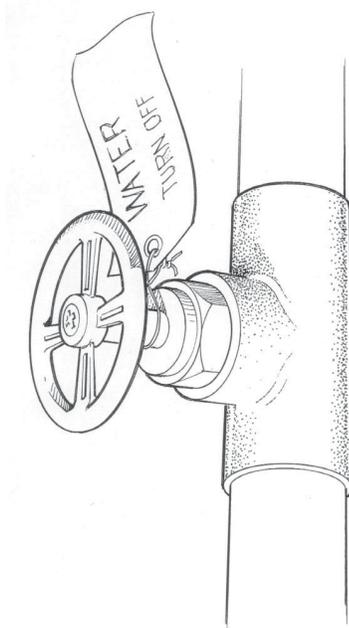
Water

Water quickly becomes a precious resource following many disasters. It is vital that all household members learn how to shut off the water at the main house valve.

- Cracked lines may pollute the water supply to your house. It is wise to shut off your water until you hear from the authorities that it is safe for drinking.
- The effects of gravity may drain the water in your hot water and toilet tanks unless you trap it in your house by shutting off the main house valve (not the street valve in the cement box at the curb – this valve is extremely difficult to turn and requires a special tool).

Preparing to shut off water

- Locate the shut-off valve for the water line that enters your house. It may look like this:



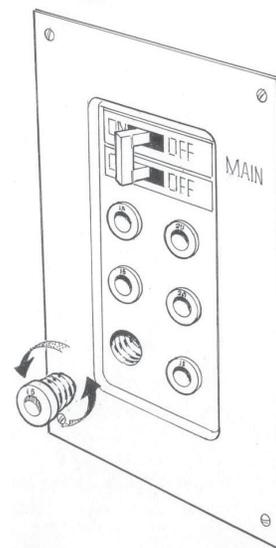
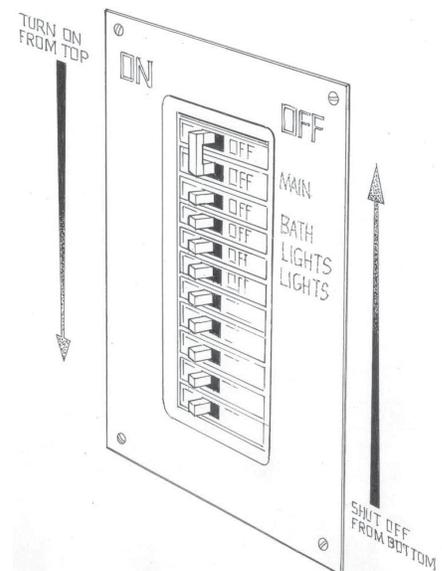
- Make sure this valve can be completely shut off. Your valve may be rusted open, or it may only partially close. Replace it if necessary.
- Label this valve with a tag for easy identification, and make sure all household members know where it is located.

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible household members where and how to shut off the electricity.

Preparing to shut off electricity

- Locate your electricity circuit box.
- Teach all responsible household members how to shut off the electricity to the entire house.



FOR YOUR SAFETY: Always shut off all the individual circuits before shutting off the main circuit breaker.



Enjoy peace of mind. Start preparing today

Earthquakes: A Sudden Release of Energy

The forces that create earthquakes cause the earth literally to quake, producing:

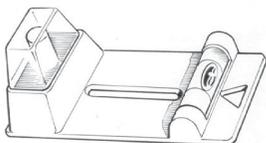
- **ground swells and rolls** from a few inches to a few feet in height, and
- **ground shaking** from a few seconds to a few minutes in duration.

Tall pieces of furniture, such as bookcases, china hutches, and armoires are very likely to fall when the ground is rolling and shaking. You can prevent them from falling on someone you care about, and save their contents, by completing these simple steps.

□ Securing bookcases & all things tall

1. Secure the furniture item to the wall stud.

- locate the wall studs using a stud finder

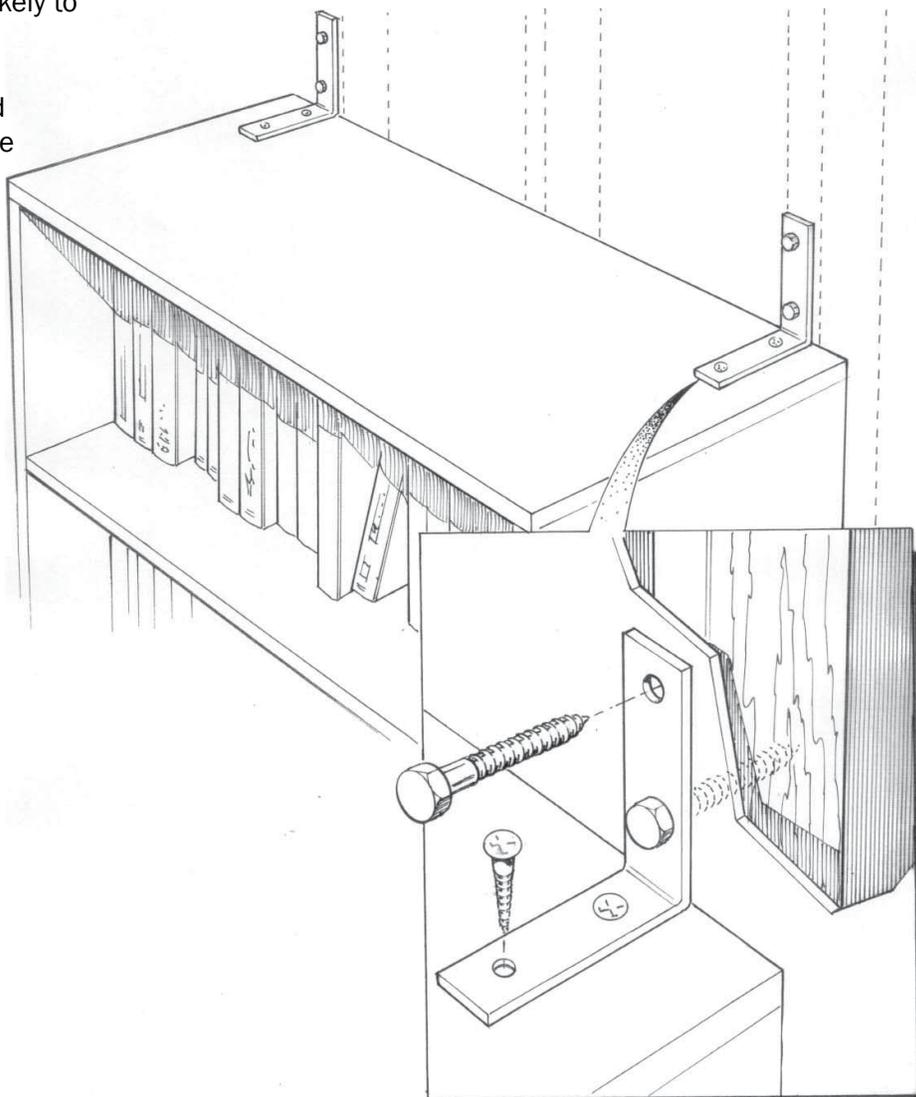


- secure each furniture piece to at least two wall studs, depending on size and weight, using **4" L-brackets and 3" lag screws**, available at all hardware stores



There are commercially available kits utilizing nylon strapping that also are recommended.

2. Place heavy and/or large items on lower shelves to prevent them from flying around the room in an earthquake.

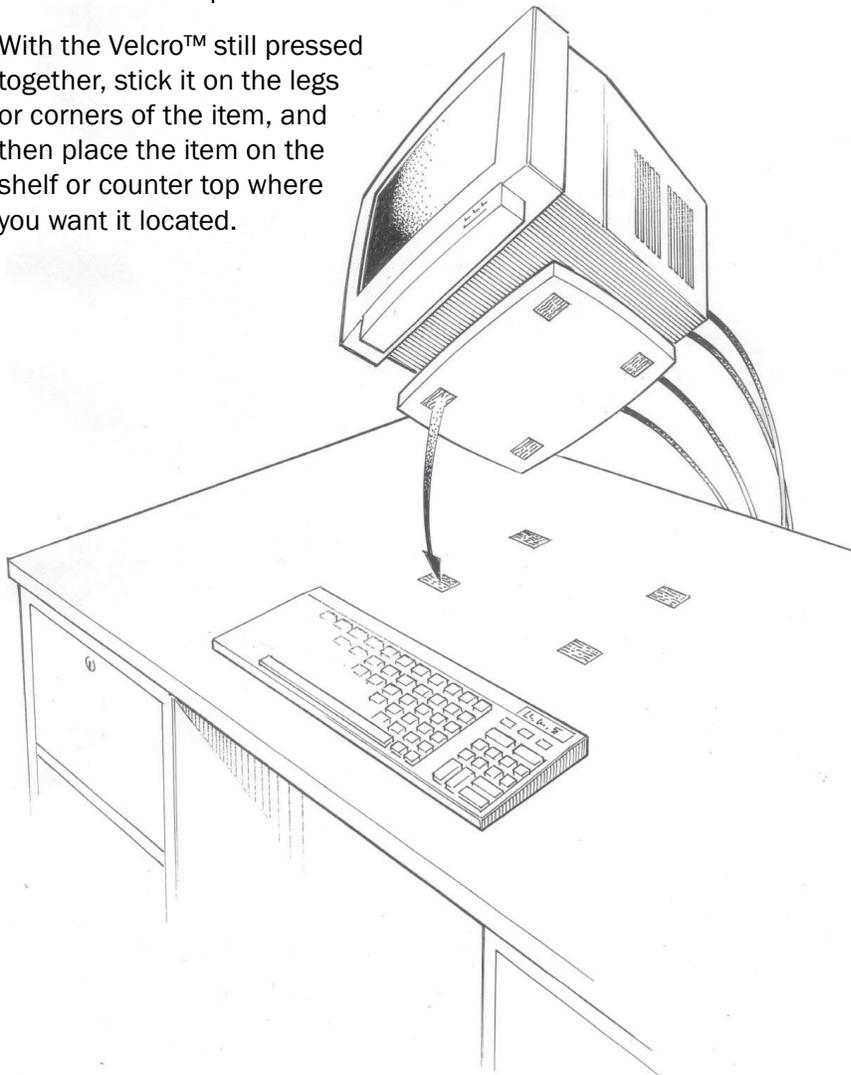


Month 6 Securing Tall Furnishings						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

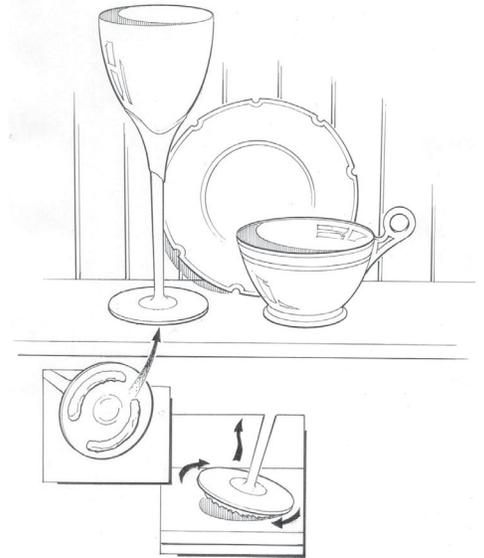
The more you prepare, the more you allay your fears.

3. The ground swells and rolls of an earthquake can cause anything resting on shelf or counter tops to fall – TVs, stereos, computers, microwaves, lamps, etc. An easy way to protect against these types of losses is to use Velcro™ or other similar products.

- Choose a Velcro™-type product that has adhesive on the back.
- Cut the Velcro™ into large squares. You will need four squares to secure most items, one for each leg or corner of the item.
- Press the two sides of the Velcro™ together.
- Remove the paper from the backs of the Velcro™ to expose the adhesive.
- With the Velcro™ still pressed together, stick it on the legs or corners of the item, and then place the item on the shelf or counter top where you want it located.



4. More delicate items, like knickknacks, pottery, crystal vases, etc. can be secured with products like Quake Hold™ or Museum Wax™, available at many hardware stores.





Enjoy peace of mind. Start preparing today

Protected source of water or a puddle

Fresh water after a disaster may be as close as your water heater – provided, of course, that it remains standing upright. A typical water heater holds 30 to 50 gallons of water.

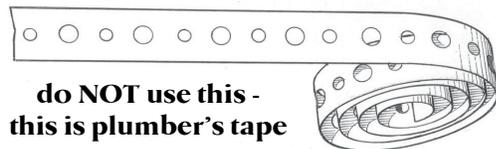
However, this supply of water is extremely vulnerable to the ground undulation (swells and rolls) and ground acceleration of earthquakes, causing them to tip over.

You can protect this valuable resource by securing your water heater to the wall studs.

Changes to strapping recommendations

Experts have modified the recommended procedure for strapping water heaters because many tanks broke through their strapping in both the 1989 Loma Prieta (San Francisco) and the 1994 Northridge (Los Angeles) earthquakes. Experts recommend these two important changes:

- ❑ 1. Secure both the top and the bottom, rather than just the top or just the middle, of the hot water tank.
- 2. Use heavy-gauge metal strapping rather than plumber's tape. Many water heaters in both the 1989 and the 1994 earthquakes broke through the plumber's tape that was intended to keep them secure. Plumber's tape has been found to be too brittle to be effective.

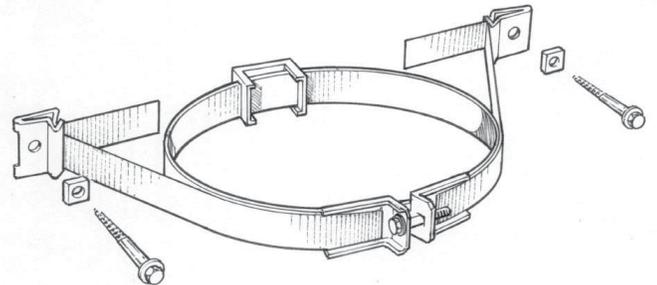


**do NOT use this -
this is plumber's tape
use heavy-gauge
strapping instead**

❑ Securing your hot water tank

Secure your water heater.

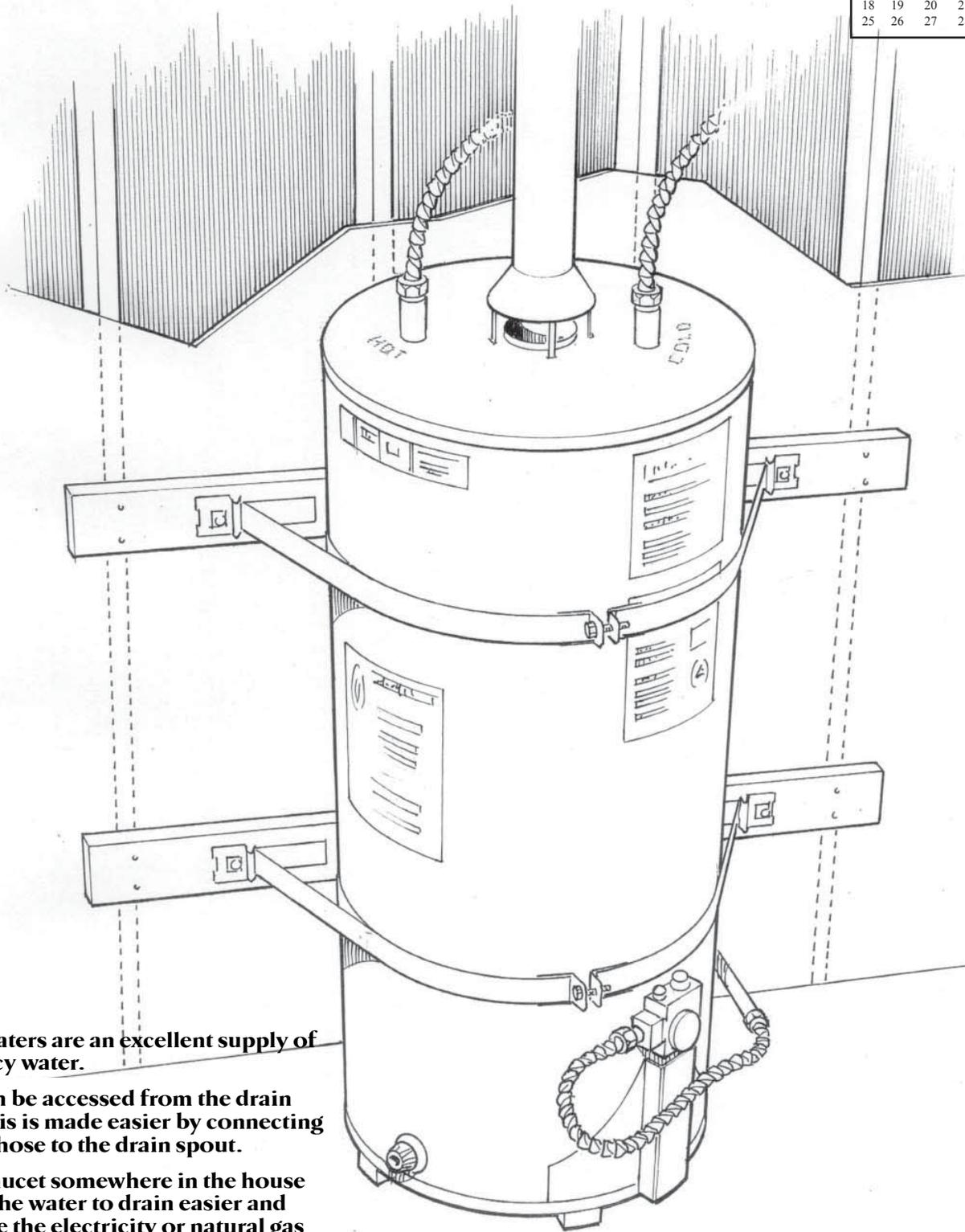
- There should be very little space between the water heater and the wall. If there is more than 1 or 2 inches, attach a wooden block to the wall studs with long lag screws (see illustration on page 17). The purpose is to prevent the heater from tipping backwards.
- Wrap the heavy-gauge metal strapping 1 ½ times around the tank. Start by placing the strapping at the back of the tank. Bring it to the front and then take it back to the wall (see illustration). • Secure this strapping to the wall studs or the wood block using several 1/4" x 3" or longer lag screws *with oversized washers*. If you are securing it directly into concrete, use 1/4" expansion bolts in place of the screws.



Commercially available kits like this one come complete with the strapping, lag screws, washers, spacers, and tension bolts. These kits can be purchased at many local hardware stores, and are recommended.

- Replace all copper and metal piping with flexible natural gas and water line connectors.

Month 7 Securing the Water Heater						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Water heaters are an excellent supply of emergency water.

Water can be accessed from the drain spout - this is made easier by connecting a garden hose to the drain spout.

Open a faucet somewhere in the house to allow the water to drain easier and make sure the electricity or natural gas is shut off before opening the drain.

The Bellevue Fire Department has a video and directions that explain how to secure your water heater as directed in this book. Call 425-452-7923 to borrow a copy of the video.



Enjoy peace of mind. Start preparing today

Choosing comfort over inconvenience

Coping with the impact of a disaster is never fun. However, much of the inconvenience and discomfort the disaster causes can be reduced by planning alternative ways to take care of your needs.

Acquiring emergency supplies

At first glance, the list below may seem totally overwhelming. At second glance, you'll find that you probably already have many of these items.

Y Check those items you already have.

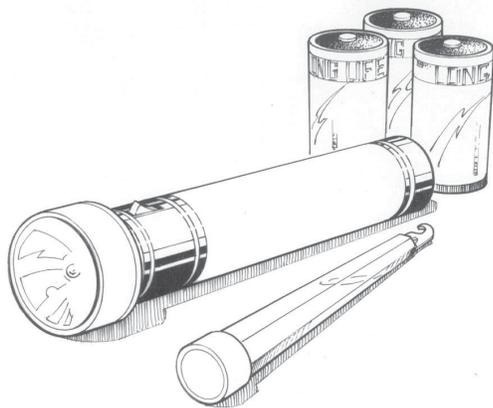
± Circle those you don't have, but are important to the comfort of you and your loved ones.

N Choose two of those circled, and add them to your weekly shopping list.

Lighting

Caution: The use of candles is no longer recommended as a source of emergency light. Experience shows they are responsible for too many secondary fires following the disaster. Additionally, they are very dangerous in the presence of leaking natural gas.

- flashlights and extra batteries
- camping lanterns – store extra fuel, wicks, mantles and matches
- lightsticks – these can provide light for 1 to 12 hours and can be purchased at many camping supply stores



lightstick

Critical under-the-bed items

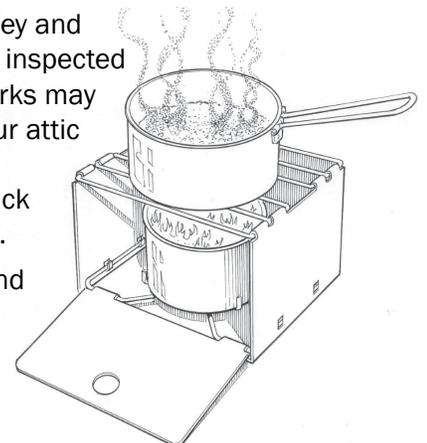
- sturdy shoes - keep a pair near the bed to protect your feet from broken glass
- work gloves, preferably leather, to protect your hands from broken glass
- hardhat - to protect you from falling objects
- flashlight & light sticks
- this workbook, the OK / Help card tucked inside, and a few bandaids so that you always have adhesive to hang the OK card in the window following a disaster



Cooking

Caution: Never burn charcoal indoors. This could cause carbon monoxide poisoning.

- camp stoves, sterno stoves, or barbecues – store extra propane, charcoal or sterno, lighter fluid, and matches
- fireplaces – do not use until the chimney and flue have been inspected for cracks. Sparks may escape into your attic through an undetected crack and start a fire.
- paper plates and cups
- plastic utensils
- paper towels



Month 8 Emergency Supplies						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sanitation

The lack of sanitation facilities following major earthquakes can quickly create secondary problems unless basic guidelines are followed. If the water lines are damaged, or if damage is suspected, do not flush the toilet.

Avoid digging holes in the ground and using these. Untreated raw sewage can pollute fresh ground water supplies. It also attracts flies and promotes the spread of diseases.

- Store a large supply of heavy-duty plastic bags, twist ties, disinfectant, and toilet paper.
- A good disinfectant that is easy to use is a solution of one part liquid bleach to ten parts water.

Dry bleach is caustic and not safe for this type of use.

- If the toilet is *not* able to be flushed, it can still be used. This is less stressful for most people than using some other container. Remove all the bowl water. Line bowl with a heavy-duty plastic bag. When finished, add a small amount of deodorant or disinfectant, securely tie the bag, and dispose of it in a large trash can with a tight fitting lid. This large trash can should also be lined with a sturdy trash bag. Eventually, the city will provide a means to dispose of these bags.
- Portable camp toilets, small trash cans, or sturdy buckets lined with heavy-duty plastic bags can be used. Those with tight fitting lids are best.
- Large ziplock plastic bags and toilet paper should be kept at work and in the car for use if you are away from home. These can be wrapped in newspaper in preparation for future disposal.

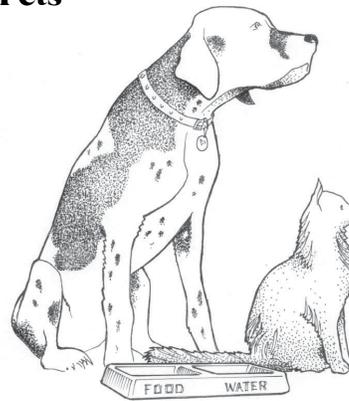
Fear is the penalty of unpreparedness.

Shelter

It is common for people to not want to sleep in their homes for the first few days following a major earthquake. Having an alternate means of shelter will help you and your family be as comfortable as possible.

- tent or waterproof tarp
- sleeping bags or blankets, and pillows
- rain gear
- mylar blankets are compact and easy to store
- newspapers provide insulation from the cold or heat

Pets



Always keep a week's supply of food and water for your pet on hand.

- toilet bowl water is an excellent supply of water for pets following an earthquake

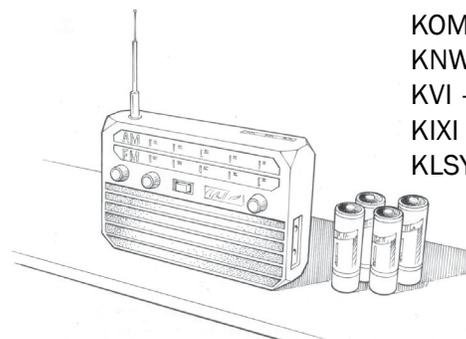
See page 55 for more preparedness ideas.

Emergency information

Obtain a battery-powered radio and a supply of extra batteries.

The Puget Sound area Emergency Alert System (EAS) stations are:

- KIRO – AM 710
FM 100.7
- KOMO – AM 1000
- KNWX – AM 770
- KVI – AM 570
- KIXI - AM 880
- KLSY - FM 92.5





Enjoy peace of mind. Start preparing today

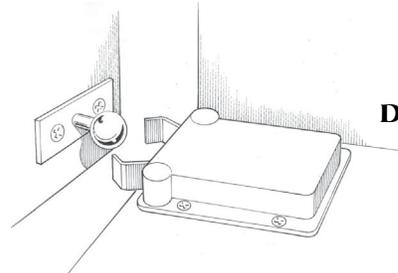
Kitchen Cabinets

The ground undulation and acceleration of an earthquake can cause cabinet doors to fly open and contents to spill onto the floor. Glass jars and dishes can shatter and cause injuries and damage. Heavy objects can fly across the room, injuring any in their path or damaging counter tops, floors, or walls.

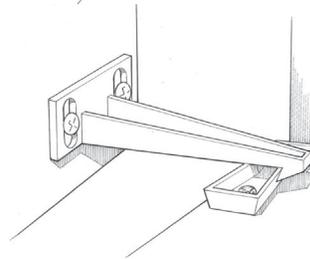
□ Securing kitchen cabinets

To prevent cabinet doors from flying open, install one of the following types of latches:

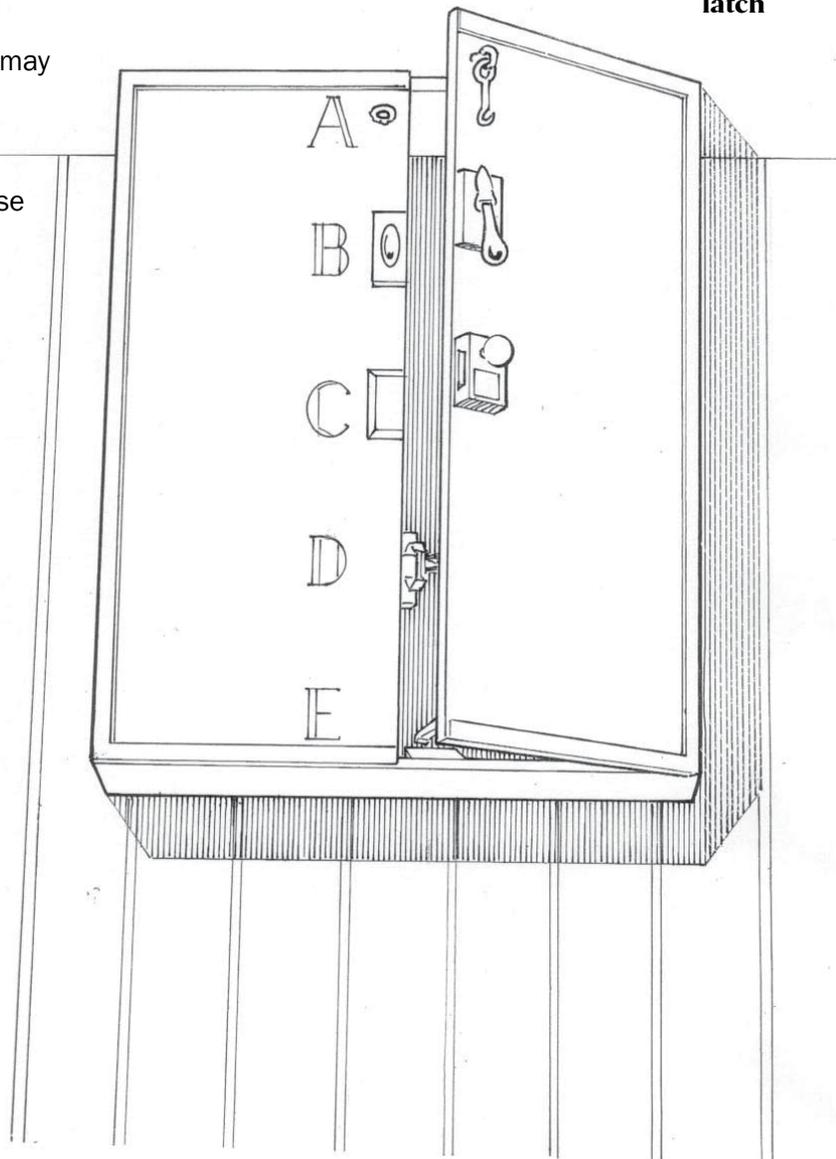
- A. Hook and eye – inexpensive; you may not close it every time
- B. Standard latch – mounts to the front of the door; you may not close it every time
- C. Standard latch – closes automatically; mounts to the front of the door
- D. Push latches – mounts inside the door; holds the door firmly shut; opens by being pushed gently inward
- E. Child-proof – inexpensive; closes automatically; requires an extra action when you open the door; takes some getting used to



- D. Push latch**
 - mounts inside cabinet
 - opens by pushing gently inward on cabinet door



- E. Child-proof latch**
 - inexpensive
 - takes some getting used to – must reach inside cabinet to release latch



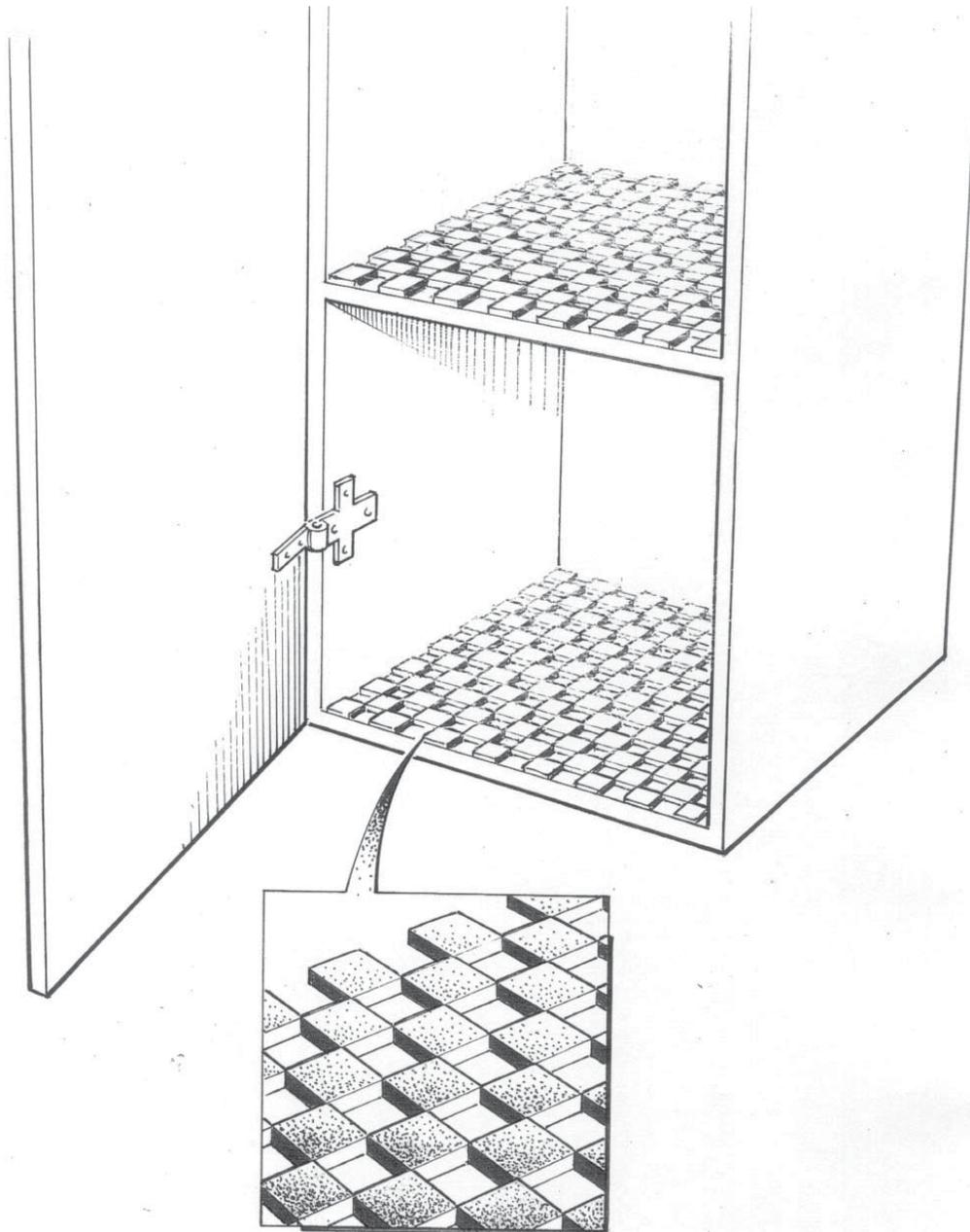
Month 9 Kitchen & Cabinet Safety						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

It costs less to prepare than it does to repair.

Securing cabinet contents

The contents of cabinets may shift and break in the movement of an earthquake. To help prevent this movement, line your cabinets with rubberized shelf mats. This typically is sold in rolls or pre-cut squares at hardware and variety stores. It is also available at recreational vehicle or boating equipment supply stores.

To **protect stacked china plates**, place a square of this rubberized matting between each plate in the stack.





Enjoy peace of mind. Start preparing today

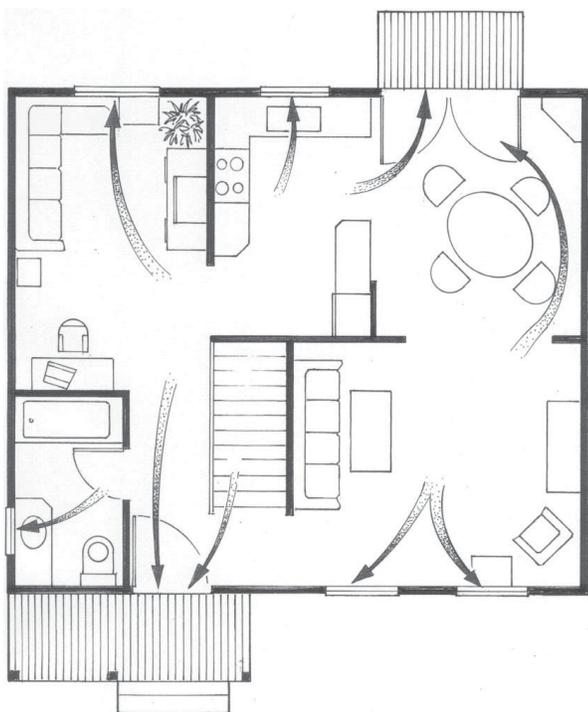
Pre-planning: key to your safety

When it comes to fire – *be smart!* If the fire is too big for you to handle, immediately get out of the house. Don't stop to gather anything or to do anything. Once you are outside, stay outside. Intense heat and toxic fumes can kill you.

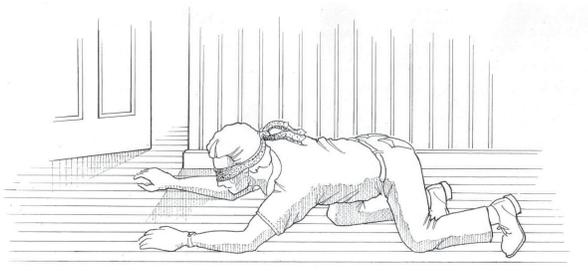
□ Planning & practicing fire safety

1. Choose a reunion place outside your home.
Our fire reunion place is: _____

 - Regularly remind all household members where this place is.
2. Draw the floor plan of your home, and discuss two ways to exit each room.



3. Hold a fire drill at least twice each year. Blindfolded, practice crawling your exit routes to simulate getting out of a smoke-filled house.



□ Fire extinguishers

- Locate your fire extinguishers with care. Ready access to them is critical. Fire moves quickly – quick access can be the difference between putting a small fire out or suffering much damage.
- Several smaller extinguishers located throughout the house are better than one large one that may be difficult to get to quickly.

Key places for your extinguishers are:

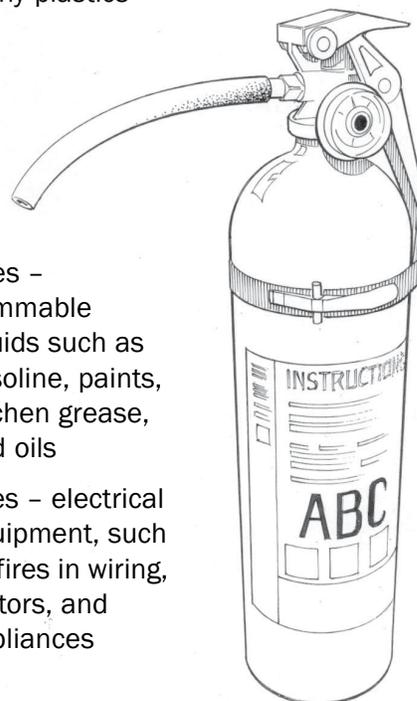
- the kitchen
- garage, and
- one on every level if your home has multiple floors.

• A:B:C extinguishers are recommended:

“A” fires – ordinary combustibles such as wood, paper, cloth, and many plastics

“B” fires – flammable liquids such as gasoline, paints, kitchen grease, and oils

“C” fires – electrical equipment, such as fires in wiring, motors, and appliances



- Check your extinguishers on a regular basis to ensure they are properly charged.

Nothing in life is to be feared - it is only to be understood.

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Using a fire extinguisher

- Try to keep calm.
- VITAL: Keep an escape route open between you and the *small* fire you are attempting to extinguish. If the fire is large or becomes too large, immediately get out of the house. Close the door on your way out to slow the spread of flames.
- Always point the extinguisher at the base of the fire rather than at the top of the flames.
- Remember, if the fire is too big for you to handle, immediately get yourself and your family out of the house. Don't stop to gather anything or to do anything. Seconds can make all the difference.
- Once you are outside, stay outside. Intense heat and toxic fumes can kill you in seconds.

Possible fires following earthquakes

- **Natural gas fires** –

First, shut off the gas.

Second, put the fire out by using an extinguisher, dirt, or water.

- **Electrical fires** –

First, shut off the electricity.

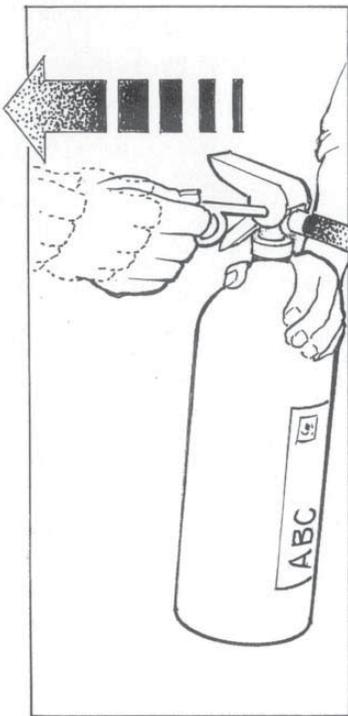
Second, put out the fire by using an extinguisher, or dirt, or water.

(CAUTION: If the electricity cannot be shut off, DO NOT use water on the fire.)

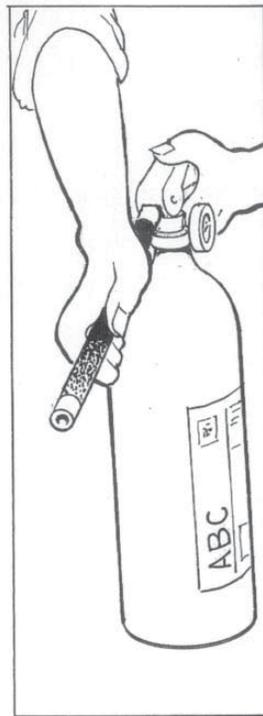
- **Oil or grease fires** –

Do not move the pan. Turn off the heat. Use a lid, a bread board, or a fire extinguisher to smother the flames. NEVER use water on a grease or an oil fire.

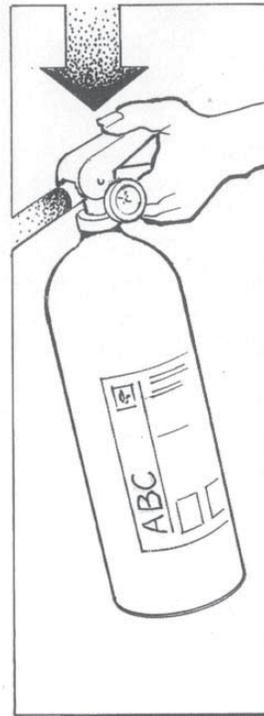
P.A.S.S. - a proven and effective system for putting out fire



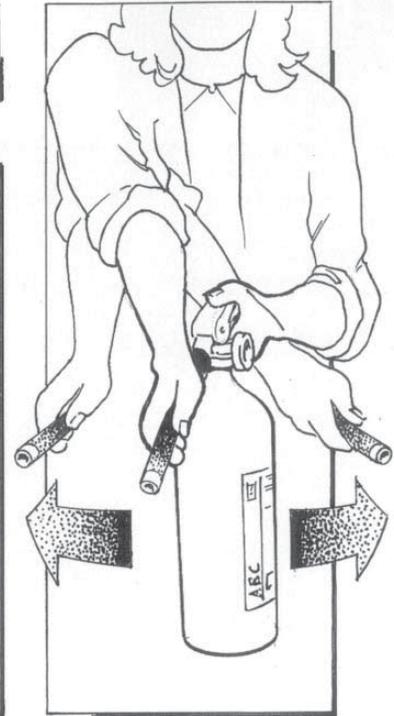
P. Pull the pin.



A. Aim at the base of the fire.



S. Squeeze the handle.



S. Sweep the hose side to side.

Start at least 6 feet back from the fire and move closer as you put the fire out.



Enjoy peace of mind. Start preparing today

Household chemicals - potentially lethal

The ground movement of earthquakes can cause chemical products you have stored in the garage and under household sinks to spill and potentially mix. These materials can be silent killers or can cause serious injury.

□ Before a disaster - safety with chemicals

Secure all chemicals so that they cannot fall, break, and mix.

- Identify poisons, toxins, and solvents in breakable containers on open shelves.
- Remove all heavy objects from upper shelves, especially around the car.
- Secure open shelves with nylon webbing (available at hardware stores, boating supply stores, and many camping supply stores) or bungee-type straps. (Do not use regular bungee straps with the heavy metal hooks at either end. These may become dislodged and cause serious eye or other injuries.)
- Store paints, gasolines, and other flammable liquids away from natural gas water heaters.
- Read the labels on all products you purchase.
- Separate the chemicals according to manufacturers' suggestions to prevent harmful interactions if broken containers should allow the chemicals to mix. For example, household bleach mixed with ammonia creates extremely deadly chlorine gas.
- Know what steps to take if chemicals are spilled.
- Dispose of any hazardous materials that are no longer used.

□ After a disaster - safety with chemicals

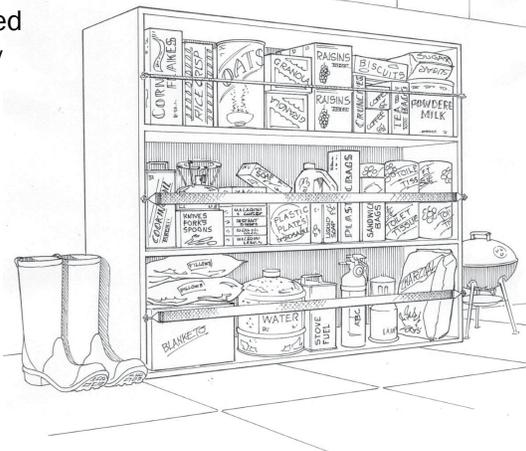
- Always assume that spilled chemicals are toxic.
- Do not immediately approach spilled chemicals in your haste to clean them up. Mixed chemicals can be extremely hazardous.
- Close off the room where the spill has occurred.
- Mark the outside of the room with the problem, for example, "spilled chemicals inside - use caution."
- Notify your Block Coordinator of the spill. Have the Block Coordinator instruct the Communications Team to report this to the amateur radio operators in your neighborhood.

Ways hazardous materials enter the body:

- inhalation (breathing) - the most common way
- absorption - through skin or eyes
- ingestion - swallowing
- injection - penetrating the skin or falling on something that punctures the skin

Indicators that a spill has taken place

- pungent or noxious odor - never intentionally get close enough to smell it
- bubbling liquid
- vapor - anything that is releasing a vapor is having a chemical reaction and should be avoided



Effective preparedness is a process.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

□ Protecting stored foods when the power goes out

- Keep refrigerator and freezer doors closed as much as possible.

A full refrigerator will maintain safe temperatures for up to six hours.

A full freezer will maintain safe temperatures for up to two days; a half-full freezer for one day.

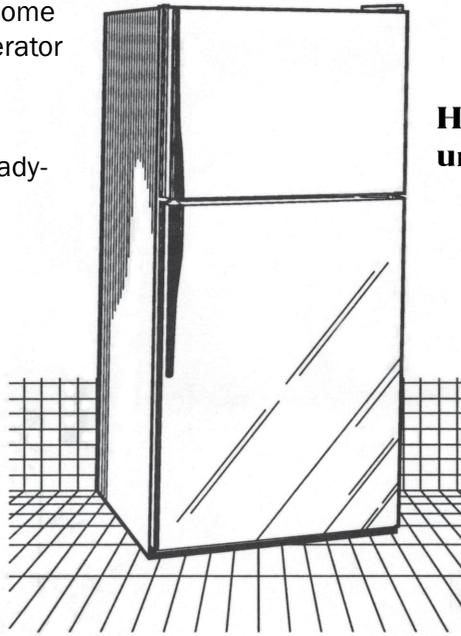
Discard at-risk refrigerated foods that are warmer than 45° Fahrenheit. If in doubt, throw it out.

- If you think the power will be out for several days, try to find some ice to pack inside the refrigerator and freezer.

Remember to keep your raw foods separate from your ready-to-eat foods.

Foods to be concerned about

- Foods are categorized into groups:
 - Potentially hazardous foods** are the most important. These include meats, fish, poultry, dairy products, eggs and egg products, soft cheeses, cooked beans, cooked rice, cooked potatoes, cooked pasta, custards, puddings, etc.
 - Some foods **may not be hazardous** but the quality may be affected. These foods include salad dressings, mayonnaise, butter, margarine, produce, hard cheeses, etc.
 - Some foods are **safe**. These are carbonated beverages, unopened bottled juices, ketchup, mustard, relishes, jams, peanut butter, barbecue sauces, etc.



When do I save and when do I throw out food?

- Refrigerated foods should be safe as long as the power is out no more than a few hours and the doors have been kept closed. **Potentially hazardous foods** should be discarded if they warm up above 45° F.
- Frozen foods which are still frozen are not a problem.

If **potentially hazardous foods** are thawed but still have ice crystals, you should use them as soon as possible.

- If potentially hazardous foods are thawed and warmer than 45° F, you should discard them.

How do I know if the food is unsafe to eat?

- You cannot rely upon appearance or odor. Never taste food to determine its safety.
- Some foods may look and smell fine, but if they've been warm too long, food poisoning bacteria may have grown enough to make you sick.
- If possible, use a thermometer to check the temperature of the foods. If potentially hazardous foods are colder than 45° F, they are safe.

What happens when the power goes back on?

- Allow time for refrigerators to reach the proper temperature of lower than 45° F before restocking. Start with all fresh foods.

**Remember -
when in doubt,
throw it out.**



Enjoy peace of mind. Start preparing today

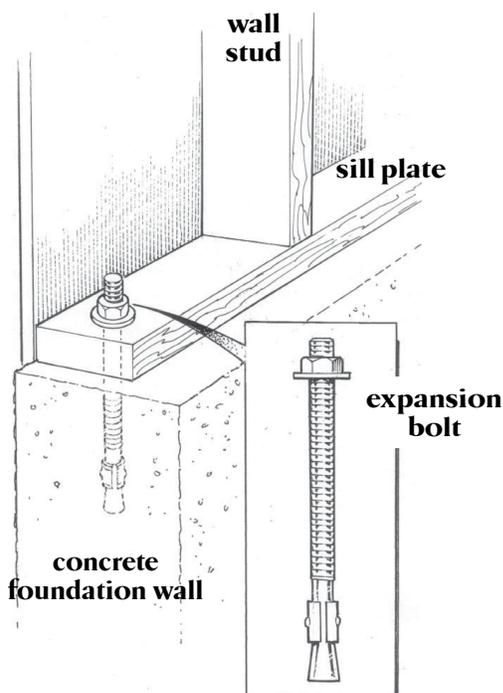
Wood-framed homes – safe & sound?

Homes that have been framed in wood are generally quite resistant to earthquake damage. While it is unlikely that conventionally framed houses will collapse, your assurances of safety are dramatically improved if the home remains on its foundation, and the roof, ceiling, and walls remain connected. If you have specific questions about your home, please contact an engineer experienced in seismic strengthening. Structural Engineers can be found in the yellow pages of the phone book.

Securing your foundation

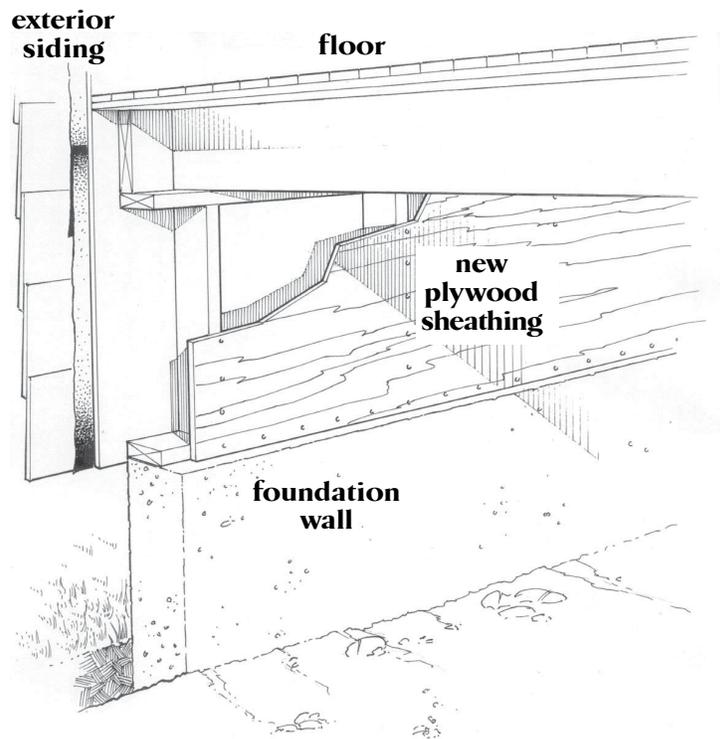
The majority of residential structural damage is caused by homes sliding off their foundations during major earthquakes.

- Check your house and garage for foundation bolts. These bolts secure the wood structure to the concrete foundation. They should be placed every six feet along the sill plate.
- Using a hammer drill and a carbide bit, drill a hole through the sill plate into the foundation. Place these holes every six feet.
- Drop a 1/2" x 8" expansion bolt into the hole and tighten the nut.



Cripple walls

- Inspect the vertical studs that extend from the foundation to the first floor of your home. These are common in crawl space areas and are called cripple walls. If they are exposed (for example, without sheathing) on the inside, they could buckle in the ground motion that accompanies many large earthquakes.
- Strengthen the cripple walls by nailing plywood sheathing to the vertical studs, sill plate, and top plate.



CAUTION: Retrofitting done improperly may actually cause damage to your home during an earthquake.

These pages are intended to illustrate the types of structural retrofitting houses need to be seismically safe. They are NOT intended to provide the specific directions on how to do the retrofitting.

Call the Bellevue Planning & Community Development Dept. at 425-452-4570 for complete instructions.

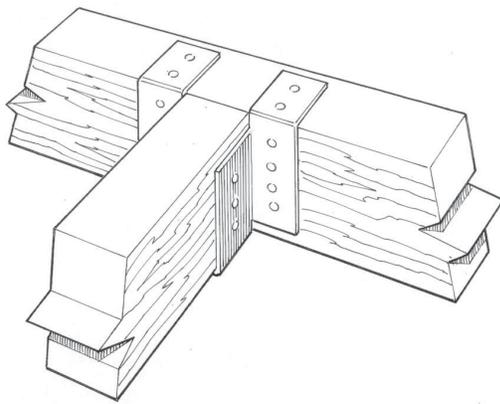
Month 12 Structural Mitigation						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Preparedness, when properly pursued, is a way of life - not a sudden, spectacular program.

☐ Strengthening the frame

For a building to stay together in an earthquake, all its parts must be fastened together. Commercially available metal connectors are used to strengthen places where beams, posts, walls, the floor, and the ceiling join.

- Strengthen the connections between ceilings, walls, and floors using the appropriate hardware:



- Inspect all exposed framing in garages, basements, porches, and patio covers. Strengthen this where necessary.

☐ Brick & masonry facades

- Check all brick, masonry, and stone facades to make sure they are securely attached to your home. Consult a structural engineer for advice on how to do this.

CAUTION: Retrofitting done improperly may actually cause damage to your home during an earthquake.

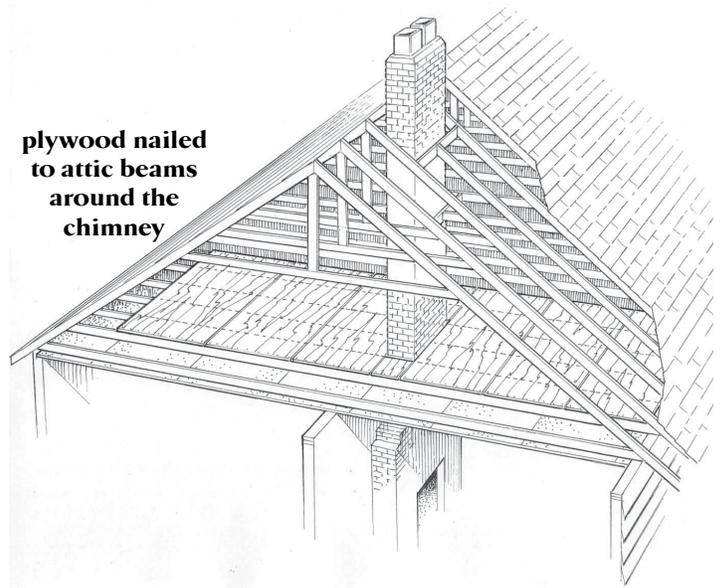
These pages are intended to illustrate the types of structural retrofitting houses need to be seismically safe. They are NOT intended to provide the specific directions on how to do the retrofitting.

Call the Bellevue Planning & Community Development Dept. at 425-452-4570 for complete instructions.

☐ Chimney

One of the most common types of damage suffered in earthquakes is a toppled chimney. This becomes extremely dangerous when bricks penetrate the roof and fall to the rooms below.

- Check the chimney for loose tiles and bricks.
- Reinforce the ceiling surrounding the chimney with 3/4" plywood nailed to the beams. This provides protection from falling bricks that might break through the roof.



- If your chimney is old and extends more than five feet above the roof, consider bracing it. Check the yellow pages in the phone book for engineers who are experienced in seismic strengthening.

☐ Windows

- Inspect all large plate glass windows to make sure they are safety glass.
- Consider adding a safety film to all windows. This does not prevent the window from breaking, but it does keep the glass from falling and injuring loved ones.

Notes & Ideas



Neighborhood Preparedness

SPAN's Disaster Aid & Response Teams

page 30	SPAN's 9-Step Neighborhood Response Plan
 31	Block Coordinator - coordinates neighborhood preparedness & response
 33	First Aid - treats injuries & establishes neighborhood First Aid Station
 35	Light Search & Rescue - finds those injured and/or trapped
 37	Safety & Security - shuts off leaking natural gas, ropes off downed power lines
 39	Sheltering & Special Needs - helps children & elderly who might be alone
 41	Communications - collects neighborhood information on damages and injuries
 43	Damage Assessment - assesses and reports neighborhood damage
		* ■ Teams that immediately need to respond
		Unmarked Teams are important, but their activities do not immediately impact life and property
 45	Critical Under-the-Bed Items



Our Neighborhood Disaster Response Plan



When disaster occurs, activate this response plan:

1st Care for home

Take care of the needs of your own home

2nd Dress for safety

Dress as a disaster responder: heavy-soled shoes, leather gloves, hard hat or bicycle helmet, long pants, long sleeved shirt

3rd Shut off natural gas

As necessary, shut off natural gas at home

4th Shut off water

Shut off water at main house valve, or the shut-off valves at hot water heater and each toilet tank

5th Post OK / Help

Post OK/Help card in a window or on front door so it is easily visible from the street

6th Put fire extinguishers outside

Place fire extinguisher(s) outside on front sidewalk or driveway so it is available if needed

7th Go to Response Site

location in your neighborhood

Check in at Block Response Site located at:

Here meet other ResponseTeam Members and coordinate neighborhood response

8th Use task descriptions

Use task description for your Response Team and complete sequence of activity listed under "After the disaster"

9th Go back to Response Site

Go back to Block ResponseSite and give a report to Block Coordinators of the activity you have performed



Neighborhood Locations

First Aid Station

location in your neighborhood

Sheltering Care Center

location in your neighborhood



Block Coordination Team

Primary Responsibilities

- Provide the overall coordination of the neighborhood plan, both before and immediately following the earthquake or other disaster.

Before the Disaster

- Distribute a copy of *Getting Ready ... SPAN's guide to Personal & Neighborhood Preparedness* to each household in your group.
- Collect completed SPAN registration and inventory forms from every home in your group. These forms will help you organize a timely response, and are located under *Neighborhood Resource Pages* in this workbook.
- Choose and maintain a block Response Site, a place where your response teams will come after the disaster to share information, and to coordinate their response.
- Make a large sign – *Block Response Site*. Post this at the Block Response Site every time the neighborhood responds to disaster.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

- Establish the Block Response Site. Coordinate the activities of the Response Teams. Make sure **Teams 1 - 4 (below) are functioning**. Teams 5 – 6 can be utilized to fill in for Teams 1 - 4 as needed.
 1. **First Aid** establishes a neighborhood First Aid Station, and compiles a list of all the injured.
 2. **Safety & Security** shuts off all utilities as necessary, and clears debris.
 3. **Light Search & Rescue** checks on all homes and ensures that all neighbors are okay and accounted for.
 4. **Sheltering & Special Needs** establishes a child/adult Care Center for all who need or want help.
 5. **Damage Assessment** conducts surveys of the damage the neighborhood has sustained.
 6. **Communications** takes information about the injured and any neighborhood damage to the nearest amateur radio operator who relays it to the City Emergency Operations Center.
- Make sure the First Aid Station and the Care Center are established and operating.

First Aid Station location: _____

Care Shelter location: _____
- Use the form on the back to track the status of each Team.
- Assign neighbors who are not currently on a Response Team to those teams needing additional support. Give them a copy of the appropriate task description, and direct them to where the Team is functioning.
- Coordinate food and rest breaks for each of the Response Team members. Help them guard their psychological well-being. Make sure those with families take regular breaks to be with them.

Responders During Disasters

Person Assigning Teams: _____ Date: _____ Time: _____

Teams requiring immediate action	Responder	Buddy	Communication Runner*
FIRST AID			X
Team #1			
Team #2			
Team #3			
Team #4			
SEARCH & RESCUE			
Team #1			
Team #2			
Team #3			
Team #4			
SAFETY & SECURITY			X
Team #1			
Team #2			
Team #3			
Team #4			
SHELTERING			
Team #1			
Team #2			
Team #3			
Team #4			

- i *Communication Runners* – go with the Light Search & Rescue and Sheltering Teams. As neighbors are found that need first aid help, they “run” to the First Aid Station and get someone from the First Aid Team to come and provide that care.
- *Communication and Damage Assessment Team members* – are assigned to one of the above Teams for the immediate neighborhood response. Their normal duties are important, but can be delayed until the above functions are completed.
- *Convergent volunteers* – are neighbors that have not participated until the day of the disaster. Assign them a job to do by pairing them with an existing Team member and giving them a Response Team task description from SPAN’s workbook.



First Aid Team

Primary Responsibilities

- Establish a neighborhood First Aid Station.
- Treat those who have been injured.
- Identify those who require skilled medical care.

Before the Disaster:

- Complete SPAN's *Disaster First Aid* course and Basic First Aid Class.
- Identify two neighborhood locations that could be used as a neighborhood First Aid Station.
- Become familiar with the concepts on the back, *Talking About Disaster*.

See page 54 for more information on Disaster Mental Health.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

- Meet up with your other team members at the Block Response Site.
- Set up a neighborhood First Aid Station by clearing a place for the injured to be brought. Post a large sign designating the site as the First Aid Station.
- As best as you are able, assess the physical and psychological needs of those arriving, and provide treatment accordingly. Try to separate serious injuries from minor ones. Seeing serious injury can heighten psychological trauma. See the back of this sheet for suggestions on *Talking About Disaster*.
- Determine the number of injured requiring skilled medical care, and the number of injured you are able to provide care for. Report this to the Block Coordinator.
- Tag the injured with their name, address and the treatment they were given. This information may be written with permanent marker on the forehead or arm of those with serious injury who will be transported to a medical facility.
- If someone needs to be transported to a medical facility, check with the Communications Team to see if the radio has identified routes to take or avoid, and with the Safety & Security Team to see who in the neighborhood has an available van or four-wheel drive.
- Maintain a list of the injured. Include *where* those who needed skilled medical care were taken.
- If evacuation is necessary, remind neighbors to take their medications with them.

Talking About Disaster

Many individuals, particularly the young and the elderly, may be overwhelmed by a disaster, and may experience difficulty in coping with the situation and their feelings. You can support them by remembering these guidelines:

1. Accept every person's right to have her or his own feelings. Try not to tell victims how they should feel.
2. Accept the victim's limitations as real. An individual who has lost her or his ability to cope with her or his feelings is as disabled as one who has broken a leg.
3. Accept your own limitations. In a community-wide disaster, chances are great that you will be feeling the same anxiety as the people you are trying to help. Your initial attention should be on yourself.
4. Right from the beginning, make every effort to explain to the victim what has happened, what is being done about it, and what the likely positive outcome will be.
5. Communicate confidence in yourself and in your ability to help the victim.
6. Encourage the victim to speak freely about whatever is on her or his mind. If she or he is having difficulty, some general statement about what may have happened may increase her or his confidence in you to the point that she or he will begin talking.
7. When the person begins talking, interrupt as little as possible. After you have heard the full story, you can ask for details. Just a couple of minutes of talking can relieve some of her or his feelings and truly work wonders.
8. Try not to agree or disagree with a person's distortions of reality; these distortions are real to her or him. Do not argue with the person if she or he disagrees with you.
9. Find a way for the victims to participate in the recovery efforts. Find out their normal occupation and give them something to do along the same lines. Tell them that you need their help in responding to the disaster you all have shared. It is comforting to watch the neighborhood begin to resume its normal functioning, and to have had a part in it.

First Aid



Light Search & Rescue Team

Primary Responsibilities

- Check on each home in the neighborhood to determine the well-being of your neighbors.
- Conduct a search of those homes sustaining damage to ensure the well-being of those neighbors, and rescue anyone who may be trapped or injured. Your job will be to **locate, stabilize, and transport** the injured to the neighborhood First Aid Station.

Before the Disaster:

- Make sure that every home in the neighborhood has a neighborhood communication card ("Help" printed on one side and "OK" on the other), and that they know how to use it.
- Determine the procedure your neighborhood wants implemented after a disaster to search homes that have sustained damage and/or appear to have people home that are non-responsive. For example, if the doors are locked and a neighbor is trapped or injured and unable to come to the door, what procedure should be followed to enter/not enter the home and give/not give assistance.
- Frequently review the Search and Rescue procedures listed on the back of this sheet.
- Complete the SPAN Disaster Search & Rescue Class.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

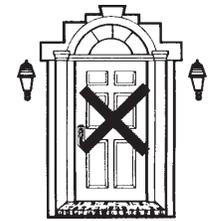
- Meet up with your other team members at the Block Response Site. Always go everywhere in teams of two. Make sure you are dressed for safety.
- Help homes in this order (utilizing the safe search guidelines listed on the back):

- 1st - homes that display the **Help** card
- 2nd - homes with **no card**
- 3rd - homes that display **OK** card

As you check each house, place one-half of a large "X" (2 to 3 feet) on the door as you enter it to signal the neighborhood of your location.



as you enter each home, place one-half of a large masking tape "X" on the front door



as you exit the home, place the second half of the masking tape "X" on the door

When you complete activity in that home and are leaving, place the second half of the taped "X" to signal the neighborhood the house has been checked and is fine. Ultimately, each home will have a taped "X" on its door.

- As you are checking the neighborhood, if you find any children, elderly, or disabled persons who are home alone and frightened, invite them to go with you to the neighborhood Care Center.
- As you are searching, if you find anyone who is injured, send one of your team to the First Aid Station to get someone to come and treat them. As soon as possible, resume your systematic search of the neighborhood
- Keep a log of all homes you search. Record the address, whether they were OK or needed help, and what type of help was given. Include the date and time the search was conducted.

Search and Rescue: Basic Guidelines

1. Dress in long pants, a long-sleeved shirt, and sturdy boots. Leather gloves, a hard hat, and a flashlight are essential. Goggles, a dust mask, and a small first aid kit to take care of your own basic needs are also good ideas.
2. Establish who your partner will be. Never conduct a search and rescue alone. Plan your search. Do not wander aimlessly.
3. If the house is significantly damaged and you feel it is unsafe to enter (remember to check the back door also), respect your feelings. Do not go in.
4. Before you enter each home, place 1/2 of a large tape "X" on the front door. This signals to the neighborhood your exact location (see front for illustration).
5. Before you enter each home, feel the top and bottom of the door with the back of your hand. If it is hot, do not enter. If it is cool, cautiously open the door.
6. Check the door jamb, and its accompanying wall and ceiling for cracks and splinters. If the house appears unsafe, do not enter.
7. Enter the house low, preferably on your knees. Be alert. Watch for falling objects.
8. While still in the entry way, smell for the odor of natural gas. If you can smell it, open the front and back doors and as many windows as you are able *without going inside* to provide ventilation. Enter the house only when the smell of the gas is gone.
9. While still in the entry way, loudly call out, "Is anyone here?" Listen for a response. If someone answers, ask them to tell you where they are, and what type of help they need. Pause occasionally during the search to listen for cries, moans, or other indicators of someone needing help.
10. Systematically search each room. Stay with your partner. Communicate frequently. Pay careful attention to these critical areas: under beds, behind furniture, inside closets, under stairs, and inside tubs or showers.
11. If it is dark, slowly sweep each room with your flashlight. Frequently check the floor and the ceiling of the area you are in for hazards. Protect your own safety.
12. If it is dark, keep in contact with the wall. It is easy to become disoriented after experiencing trauma. Should you become disoriented, following the wall will eventually lead you back to the original entry door.
13. If you find a victim, get several neighbors to help move her/him as quickly as possible to the First Aid Station.
14. Upon completion of the search, complete the tape "X" on the door. This signals to the neighborhood that the house has been checked and is okay.

Remember: There is no golden rule for risking your life to rescue others. If your attempts are obviously beyond your physical capacity or skill, you may lose your life, and you may endanger others coming to your aid. **Sometimes it takes wisdom and courage to wait for help.**



Safety & Security Team

Primary Responsibilities

- Shut off the gas meters and water mains (if these are located outside) for every home in the neighborhood as necessary.
- Identify and rope off all hazardous areas.

Before the Disaster:

- Make a list, perhaps in map form, of the locations of the gas meter and main water shut-off valve for every home in the neighborhood.
- Identify all possible sources of water for fire fighting.
- Complete the SPAN Safety & Security Team Training.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

- Meet up with your other team members at the Block Response Site. Always go everywhere in teams of two. Make sure you are dressed properly.
 - Take a few minutes to survey the entire neighborhood. Unless you take time to look at the whole situation, you may take care of the first thing that catches your eye and miss the more critical hazards.
 - Remember your safety comes first. Be alert. Watch for hazards.
 - Prioritize the hazards you find. The following is one possible priority list. Check off each task as you complete it.
 - _____ Shut off all neighborhood gas meters if necessary (see back).
 - _____ Rope off all downed electrical lines.
 - _____ Shut off all neighborhood water mains at each individual house valve. This is essential to protect the water supplies in the hot water heater and toilet tanks.
 - _____ Rope off all hazards: broken glass, large cracks in the streets or sidewalks, leaning chimneys, etc.
 - _____ Remove anything that may be blocking the street and preventing emergency vehicles from passing through.
- Caution: Never try to move any electrical lines!*
- Be aware of the possibility of aftershocks. Quickly move to safe areas.

Shutting off Natural Gas

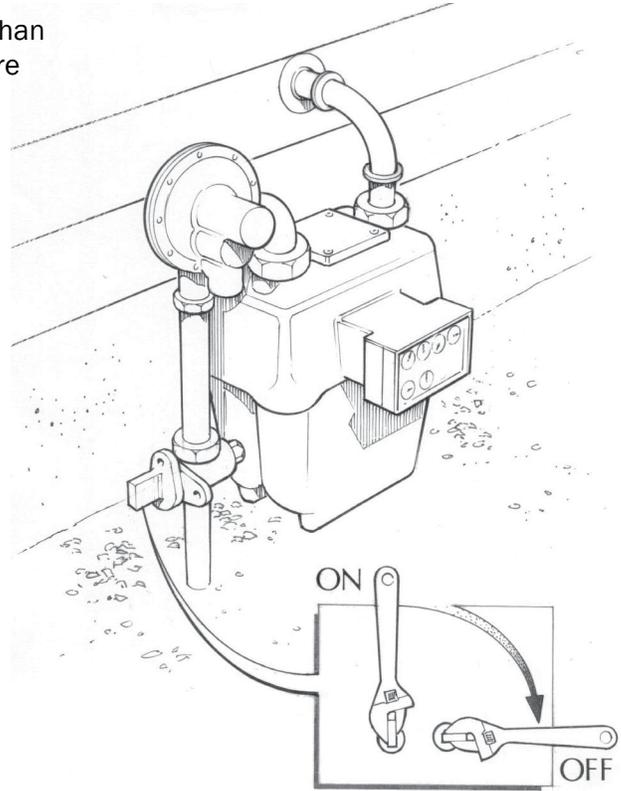
Shut off the natural gas **only** if one or more of these conditions exist:

- you can smell it (it smells like sulfur or rotten eggs)
- you can hear it escaping from a broken pipe (generally a hissing sound)
- you notice the dials on the meter are spinning more rapidly than normal (especially the dials on the bottom row which measure every half-foot and every two feet of gas that pass through the meter)
- you see significant ground disruption in the neighborhood (streets or sidewalks that have buckled, cracks in the roads or lawns, curbs that are displaced, etc.)

Shut the gas off by turning the valve **90° (1/4 turn)** so that it crosses the pipe

NOTE:

Once the gas has been shut off, it must **ONLY** be turned back on by a qualified representative of the gas company. Turning on the gas yourself will likely cause a gas leak in your home.



Roping Off Downed Electrical Lines

The power company recommends creating a **barrier with Caution Tape** (or survey tape, available at most hardware stores) at least **30 feet away from all sides of the downed line**. Electricity can travel through the ground via tree roots, water, oil slicks, metal pipes, etc.



Sheltering & Special Needs Team

Primary Responsibilities

- Set up a neighborhood Care Center to help those with special needs following a disaster. This may include children and neighbors who are elderly or who have disability.
- Ensure that all neighbors have shelter following a disaster.

Before the Disaster:

- Using the back of this sheet as a guide, identify the children, and persons who are elderly or who have disability in the neighborhood who may need special assistance following a disaster. Reassure parents that information about their children will be kept strictly confidential.
- Identify a home that could be used as the neighborhood Care Center. Providing a place where children can be brought for a few hours will allow other team members to complete their responsibilities.
- Become acquainted with the psychological needs of children and elderly persons listed on the back of this sheet.
- Complete the SPAN Shelter & Needs Course.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

- Meet up with your other team members at the Block Response Site. Always go everywhere in teams of two.
- Immediately check on children, and neighbors who are elderly or who have disability who may be home alone. If the structure they are in appears damaged, coordinate this effort with the Search & Rescue Team. If they have been injured, immediately take them to the neighborhood First Aid Station.
- Establish a neighborhood Care Center. Post a large sign so that all neighbors will know where to bring their children while they complete their responsibilities.
- Try to find a way for those brought to the Care Center to participate in the recovery effort. It is comforting to help the neighborhood resume its normal functioning.
- Determine if anyone in the neighborhood needs shelter. If you are unable to house them in the neighborhood, coordinate with the Block Coordinator (and the Communications Team) to find out which shelter sites have been opened near your neighborhood.
- Maintain a list of those who are staying in shelters and their locations. This information will be valuable to family members or friends who come looking for them.

Note: It will take time for the City and Red Cross to set up shelters. Be prepared to shelter in your neighborhood for the first 24-72 hours.

Psychological Needs of Children and the Elderly

The young and the elderly can be easily overwhelmed by a disaster and may experience difficulty in coping with the situation and their feelings. You can help them by talking openly about what has happened and how you feel about it.

- Encourage them to also speak freely about whatever is on their minds. Be careful not to argue with them, or to tell them how they should feel.
- Express confidence in your ability to help them. Reassure them that the recovery process is underway.
- Encourage them to participate in the rebuilding efforts, and explain that as they contribute their skills to the neighborhood, life will soon return to normal.

Talking With Kids About Terrorism

You may notice the following NORMAL reactions in children:

- Reluctance to be separated from parents, fear, and general upset
- Problems going to sleep
- Increased fears that may not appear to be related to the event
- Stomachaches or headaches
- An increase in their questions as they try to figure out what happened

Use these guidelines when talking with children:

- **Reassure** children that they – and the key adults in their lives – are safe.
- **Explain** that it's okay to feel upset. Let kids talk about their feelings and help them put those feelings into perspective.
- **Observe** their emotional state, keeping an eye on changes in behavior, appetite, or sleep patterns.
- **Maintain** a normal routine as much as possible, sticking to set times for homework, supper, and bed.

Children & neighbors who are elderly or with disability in our neighborhood:

Name: _____ Phone: _____
Address: _____ Will be checked on by: _____
Need: _____

Name: _____ Phone: _____
Address: _____ Will be checked on by: _____
Need: _____

Name: _____ Phone: _____
Address: _____ Will be checked on by: _____
Need: _____

Name: _____ Phone: _____
Address: _____ Will be checked on by: _____
Need: _____

Name: _____ Phone: _____
Address: _____ Will be checked on by: _____
Need: _____



Communications Team

Primary Responsibilities

- Establish communication between your block group and the City of Bellevue's disaster responders by utilizing an amateur radio operator. (CB radio frequencies and cellular phone systems are generally too busy after a disaster to be of value.)
- Monitor your local radio stations for news about the event, and share this information with your neighbors.

Before the Disaster:

- Obtain a battery-operated radio and plenty of extra batteries. Keep a list of Bellevue's emergency radio stations readily available:
KIRO – AM 710, FM 100.7
KOMO – AM 1000
KNWX – AM 770
KVI – AM 570
KIXI - AM 880
KLSY - FM 92.5
- Identify your block's nearest source of amateur radio communication. Listen to KIRO 710 AM for disaster information.

If anyone in your neighborhood is interested in becoming an amateur radio operator, contact Lisa Scott at the City of Bellevue Fire Department at 425-452-7923.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

- Meet up with your other team members at the Block Response Site. Always go everywhere in teams of two.
- Monitor radio stations broadcasting disaster information. Share relevant information with the Block Coordinators.
- Be prepared to help other Teams who may need immediate assistance. In particular, **serve as a runner by going with the Light Search & Rescue Team as they conduct a door-to-door search of the neighborhood.** If people are found who need first aid care, "run" to the First Aid Station and get First Aid Team Members to come and provide treatment.
- If necessary, call 9-1-1. (In a major disaster, this system likely will be overwhelmed. If that is the case, immediately proceed with the next step.)
- Complete the report on the back of this sheet. If one of your neighbors is a member of the Eastside Amateur Radio Support (EARS) team, he/she will report your neighborhood information to the City Emergency Operations Center via amateur radio. If your neighborhood has a "life-threatening" situation, attempt to call 911 for help. If you can't reach 911, keep your reports current and accurate so that if an emergency response vehicle is in your area, you can give your report to them for relay to the EOC.
- Continue to monitor the radio, sharing pertinent information with your neighbors.
- Ultimately, the City of Bellevue will want to know the full extent of the disaster's impact on your neighborhood. Again, gather the data listed on the back. Listen to the radio for information about where and how to report this data.

SPAN Communications Team Report

Date _____ Time _____

Block(s) number & street name(s) [for example, 700 & 800 blocks of 45th Ave N]

A. Priority (circle all that apply)

1. threat to health or public safety
2. services requested
3. information report, no services

B. Problem Category (circle all that apply)

1. casualties
2. injuries
3. trapped persons
4. fire
5. buckled / damaged streets
6. debris blocking roadways
7. bridge down
8. landslide / mudslide
9. tree uprooted
10. sinkhole
11. water utility damage
12. flooding
13. sewer problems
14. electrical lines down
15. structural damage (off foundation, collapsed)
16. chemical release / hazmat incident
17. animal problems
18. natural gas
 - a. rupture / leaking in street
 - b. leak / meter damage at home(s)
19. OTHER _____

C. Problem Description

D. Services Requested (circle all that apply)

1. fire
2. medical
3. rescue
4. police
5. shelter
6. food
7. supplies
8. utility (specify)
9. structural inspection
10. streets / bridges / signals
11. health dept.
12. mortuary
13. animal control
14. OTHER _____

E. Service Request Comments

F. Location of Problem

house / building # _____
complete street name _____
closest cross streets _____

name of apartment, condo, etc. _____

G. Contact person at site (Block Coordinator)

H. Approximate date / time problem occurred

date _____
time _____

I. Name of person making report

REMINDERS:

- Following a major disaster, the City will be inundated with calls. Please **initially** report only those situations that require services beyond what your neighborhood is able to provide.
- Eventually, the City will want to know **all** that happened in your neighborhood, and the full extent of your neighborhood response.
- Please help the Damage Assessment Team in gathering information for item *B - Problem Category* of this form. The City will inform you of when and where to report this information.



Damage Assessment Team

Primary Responsibilities

- Conduct a preliminary and then updated surveys of the damage the neighborhood has sustained, and report the results of these surveys to the Block Coordinator.
- Remind all neighbors of the importance of taking photos or videos of all valuables *now* and after the disaster as documentation for insurance claims.

Before the Disaster:

- Complete a SPAN training course in damage assessment offered through the Emergency Preparedness Division of the Bellevue Fire Department.
- Encourage your neighbors to file copies of important documents (tax records, insurance policies, journals, etc.) in a safe place, and to take photos or videos of all valuables as documentation for insurance claims.

After the Disaster

First

1. Take care of home.
2. Dress for safety.
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and the water heater.
5. Post your OK / Help card on the front door or window so it is visible from the street.
6. Put your ABC fire extinguisher on the sidewalk or driveway.
7. Check in at the Block Response Site.
8. Complete your team assignment using the checklist at the right.
9. Report back to the Block Response Site when finished.

With Your Team

- Meet up with your other team members at the Block Response Site. Always go everywhere in teams of two.
- Be prepared to help other teams who may need immediate assistance.
- As soon as possible, conduct a preliminary survey of the neighborhood by *counting the number of the following items*. Do not go into homes or structures; observe what you can from outside.

- _____ # of fires
- _____ # of broken gas mains
- _____ # of power lines down
- _____ # of homes off their foundations
- _____ # of homes with collapsed walls
- _____ # of broken water lines
- _____ # of front doors that appear blocked or jammed
- _____ # of large cracks in street, driveways, or lawns
- _____ # of uprooted trees
- _____ # of items blocking street, doorways, driveways
- _____ # of broken windows
- _____ # of other:

- Report this information to the Block Coordinator.
- Remind neighbors to take photos of the damage to their property, and to keep receipts of repair supplies for assistance applications and insurance claims.
- Within 72 hours after the disaster, complete a detailed damage survey of the neighborhood *using the form on the back* of this sheet. This is modeled after the Red Cross, and will help to keep information about the disaster consistent across the City.
- Report the total number of homes in the neighborhood sustaining damage types 0, 1, 2, and 3 to the Block Coordinator.



Critical Under-the-Bed Items

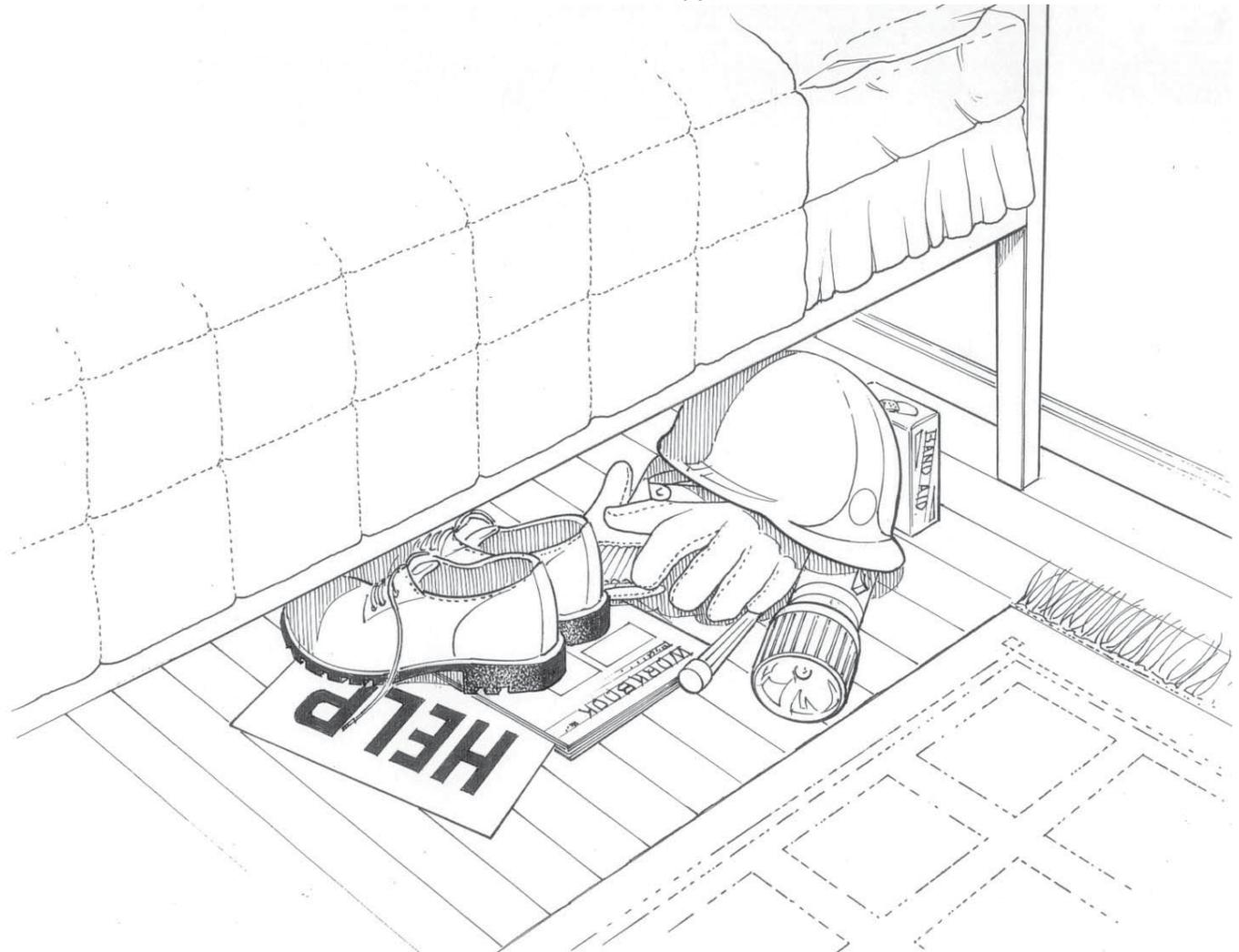
Ready to respond - day or night

When disaster strikes, it may be difficult to think as rationally and as quickly as you would like. The more procedures you have in place, and the easier they are to remember and implement, the more effective and efficient will be your response.

We recommend that you keep these basic response supplies under the bed. That way, day or night, you'll know where to go to get the essentials.

Critical under-the-bed items

- sturdy shoes - to protect your feet from broken glass
- work gloves, preferably leather - to protect your hands from broken glass
- hardhat - to protect you from falling objects
- flashlight & light sticks - essential for a nighttime response
- this workbook - to guide your initial response (see page 30) and to guide the activities of the Response Teams (see pages 31 - 44)
- the OK / Help card, tucked inside this workbook - to alert the neighborhood to your status
- a few bandaids - to hang the OK / Help card in the window



Notes & Ideas



Neighborhood Resource Pages

Preparing for & Responding to Disasters

page	48	Neighborhood Preparedness Process
.....	49	Disaster Response Summary
.....	50	Sample Neighborhood Map
.....	51	Neighborhood Supply Kit
.....	52	Making an Emergency Stretcher
.....	53	SPAN's Training Academy
.....	54	Disaster Mental Health
.....	55	Pet Preparedness
.....	56	Out-of-Area Contact Cards
.....	59	Information & Skills Inventories for Neighbors

Neighborhood Preparing - A Process

1. introductory meeting

What happens:

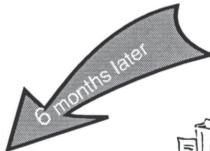
- Northwest geology indicates we are due for a major earthquake
- organize into 7 neighborhood disaster Response Teams
- receive personal & neighborhood preparedness workbook



2. table top exercise

What happens:

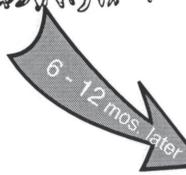
- discuss realistic neighborhood disaster scenario & how Response Teams take care of problems
- *learn First Things First* Response sequence
- establish locations for:
 - Block Response Site
 - Neighborhood First Aid Station
 - Care & Shelter Center
- OK/Help card



3. walk-about exercise

What happens:

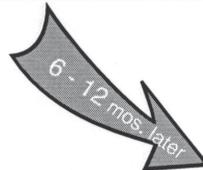
- walk about the neighborhood, discussing how Response Teams will resolve events at disaster scenario sites
- demonstrate how to resolve "what do we do if some members of a team are not home or have been hurt"
- check neighborhood gas meters
- review OK / Help cards & learn how these facilitate a timely response



4. responder 101 exercise

What happens:

- practice *First Things First* Response sequence at home
- using 10 mini-scenarios, review which Teams have what responsibilities during the disaster response



5. functional drill

What happens:

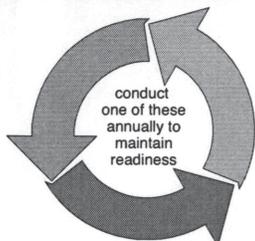
- review *First Things First* Response sequence
- "mystery envelopes" simulate an earthquake
- excellent practice for:
 - responding to simulated neighborhood disaster
 - using Response Team task descriptions
 - checking in at Block Response Site
 - setting up First Aid Station and Care Center
 - finding, transporting, & treating injured



I've taken care of your gas, and I'm on my way to check on our other neighbors.



6. annual update





Sample Neighborhood Map

Making a map of key neighborhood information is easy. It will be an invaluable tool when disaster strikes - especially if it is dark.

1. draw your housing lots & streets – a rough sketch works fine
2. write in the names and house numbers of your neighbors
3. put a **G** to identify the exact location of all **gas meters** – if the quake occurs at 2:00 in the morning and you can smell gas in the neighborhood, you will be glad to know this
4. identify those in your neighborhood vulnerable to disaster effects - kids who may be home alone, people who are elderly, and neighbors with disability
5. identify those in the neighborhood with pets and what kinds they are
6. identify the locations for the Block Response Site (**BRS**), the First Aid Station (**FAS**), and the Care & Shelter Center (**CSC**).



Making an Emergency Stretcher

Making a Stretcher

You may need to transport injured neighbors to the First Aid Station. A stretcher made from a blanket and two poles is a relatively easy way to do this.

Poles can be purchased at any hardware store (closet poles work great).

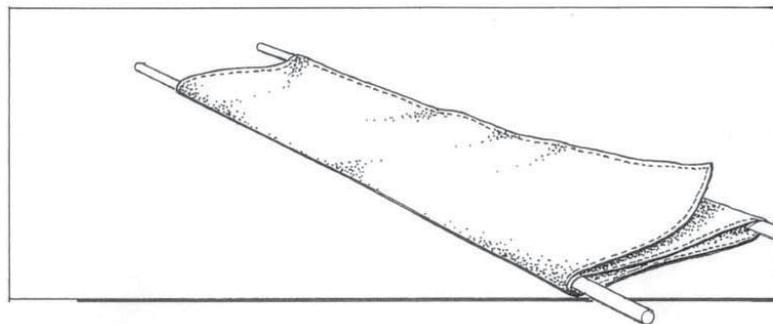
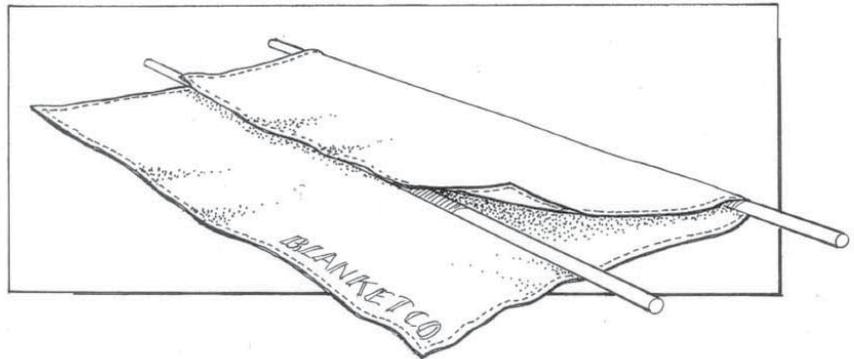
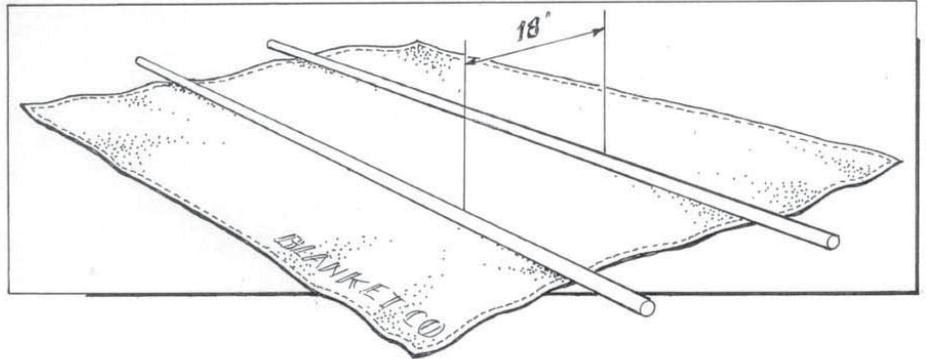
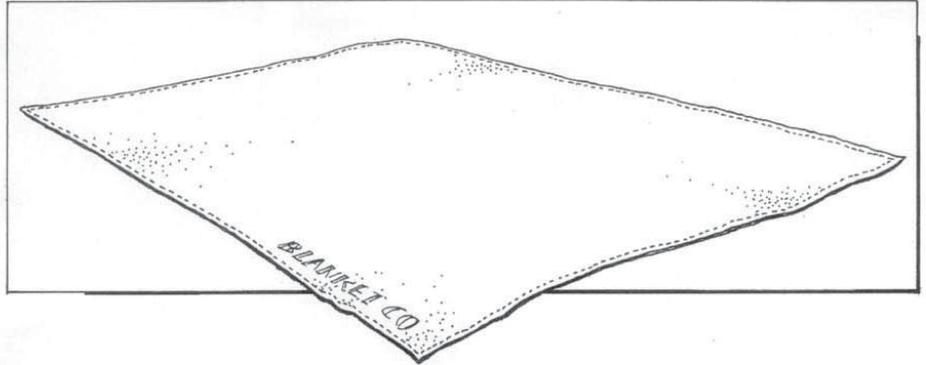
Procedure

1. spread the blanket out on the ground
2. place the two poles on top of the blanket about 18 inches apart in the middle of the blanket
3. fold one edge of the blanket so that it **crosses or covers both poles**
4. fold the other edge of the blanket so that it **also crosses over both poles** and rests on top of the previous fold

If the blanket has been folded over both poles both times, the weight of the person will keep the blanket securely in place.

Alternate stretcher

- stuff a ladder with pillows





SPAN's Training Academy

SPAN's Training Academy seeks to broaden the confidence and skill with which neighbors respond to and prepare for disasters. Instructors are experts in their field. Content is practical.



CLASSES

Creative Disaster First Aid

- 4 hours of Disaster First Aid - learn to triage the injured, perform rescue carries and drags, creatively splint, bandage and dress wounds

Light Search & Rescue

- conducting safe searches of homes
- safely lifting & moving the injured
- lifting (shore & crib) heavy objects
- practicum in darkened Search & Rescue Room

Electricity & Natural Gas Safety

- see a shocking demonstration using 7200 volts of electricity in a model neighborhood
- learn when & how to shut off natural gas, and why you must never turn it back on by yourself

Fire Extinguishers with Live Fire

- use a fire extinguisher to practice the four steps of safely putting out a live fire

Damage Assessment & Communications Team Training

- see the range of typical damage to neighborhood structures following major quakes
- learn when it is safe – or not – to enter damaged homes
- radio protocol & reporting shelter & care

Block Coordinators - Keeping Your Group Interested & Moving Forward

- learn what's been proven to keep groups motivated year after year
- learn what to do when disasters strike and all Response Team Members are *not* available

For more information, contact the Bellevue Fire Department, Emergency Preparedness Division at 425-452-7923.



Disaster Mental Health

Normal Reactions by Normal People to Abnormal Events

Human reactions to disaster

1. All people who experience a disaster are impacted by the disaster in some way.
2. Psychological reactions to disaster are normal reactions by normal people to abnormal events.
3. Disaster stress reactions usually diminish in severity over time, but can become more severe as time passes.
4. When disaster stress responses become a problem or are distressing, consulting with a mental health professional can be helpful.

Helping others cope

1. Assure the person that her/his responses are normal.
2. Listen to her/his story.
3. Provide reassurance.
4. Give permission to repeat her/his story.
5. Allow tears and laughter.
6. Speak quietly and respectfully.
7. Demonstrate patience and kindness.
8. Provide services such as food, shelter, medications, and eyeglasses.
9. Assist the person in finding a meaningful way to contribute to the well-being of others; for example, reading a story to a child or holding the hand of an elderly person.
10. Provide referrals to mental health professionals as necessary.

Neighborhood disaster responder self-care strategies

1. Stay active.
2. Work with your Response Team and avoid isolation.
3. Remind yourself that your job is important and contributes toward the success of the neighborhood response and overall well-being.
4. Drink fluids to avoid dehydration.
5. Avoid caffeine, sugar, and fatty foods.
6. Take rest breaks as needed.
7. Seek out additional support if you need help.



Coping with disaster stress

1. Within 24 to 48 hours, engage in strenuous physical exercise (but not beyond what your doctor would recommend), alternated with periods of relaxation, to alleviate some of your physical reactions to stressful situations.
2. Structure your time with more care than usual. Alternate work time with play time.
3. Remind yourself that you are normal and are having normal reactions. Don't label yourself "crazy," "wacko," "weak," or "unfit."
4. Talk is one of the most healing medicines. Talk to people you know care about you. People do care. It is normal to want and to need to tell your story again and again.
5. Be aware of trying to numb the pain with drugs or alcohol. Don't complicate things further with substance abuse problems.
6. Keep your life as normal as possible.
7. Do things that make you feel good.
8. Don't make any big life changes.
9. Do make as many daily decisions as possible that will give you the feeling of control over your life.
10. It is all right to spend time by yourself.
11. Keep a journal. Writing during sleepless hours may help.
12. Realize that those around you are also under stress and may not act or react in a manner you might normally expect.
13. Help your loved ones, neighbors, and co-workers as much as possible by sharing feelings and checking out how they are doing. However, respect the feelings of those who do not want to talk about the incident.
14. Consult a mental health professional if you need assistance.

Normal responses to disaster include:

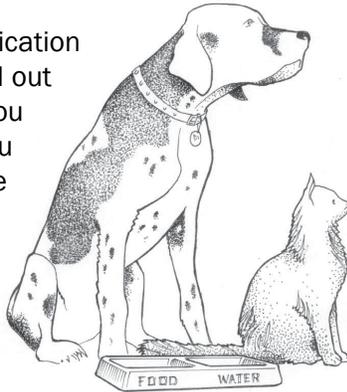
- | | |
|--------------------------------|--------------|
| feelings of loss | guilt |
| hopelessness | anger |
| forgetfulness | irritability |
| feeling vulnerable | crying |
| difficulty concentrating | withdrawal |
| fatigue or difficulty sleeping | |
| eating too much or not enough | |



Pet Preparedness

Before a disaster

- Decide on safe locations in your house where you could leave your pet in an emergency. Consider easy to clean areas such as utility rooms or bathrooms. Avoid rooms with hazards such as windows, hanging plants and pictures.
- Plan to set up a separate location for each animal. Disasters stress animals. Even a gentle pet can exhibit distressed behaviors.
- If your pet is on medication or a special diet, find out from your vet what you should do in case you have to leave it alone for several days. Try to get an extra supply of medications.
- Make sure your pet has a properly fitted collar that includes the current license and rabies tags, and your name, address, and phone number.



During a disaster

- Bring your pets inside immediately. Animals have instincts about severe weather changes and will often isolate themselves if they are afraid. Bringing them inside early can stop them from running away. Never leave a pet outside or tied up during a storm.
- If you evacuate and have to leave your pet at home, prepare a safe location for it. - leave a three day supply of *dry* food, even if it is not the pet's usual food. Moistened food can turn rancid or sour. Put the food in a sturdy container the pet cannot overturn. - leave water in a sturdy, no-spill container. If possible, open a faucet slightly and let the water drip into a big container. - replace a chain "choke" collar with a leather or nylon collar. Make sure the collar has tags and identification.
- Separate dogs and cats. Even if they normally get along, the anxiety of a disaster situation can cause pets to act unpredictably.
- If you evacuate and plan to take your pets, remember to bring your pet's medical records and medicines.

Emergency supplies for pets

- fiberglass carrier for each pet with an envelope taped to the top of the carrier containing: a photo with your pet's name on it, vaccination records, information about prescription medications, and your vet's name and phone numbers - train your pet to become comfortable being in the carrier
- food should be dry and relatively unappealing to prevent overeating
- towels or blankets for warmth
- water sufficient for three days
- zip-lock baggies for cleanup
- spray disinfectant and latex gloves

In addition, cats need:

- plastic litter box
- jug of clumping kitty litter and a scoop

For health and safety reasons, pets will not be allowed in public emergency shelters.

After a disaster

- In the first few days after the disaster, leash your pets when they go outside. Maintain close contact. Familiar scents and landmarks may be altered, and your pet may become confused and lost.
- The behavior of your pets may have changed. Normally quiet and friendly pets may become aggressive or defensive. Leash dogs and place them in a fenced yard with access to shelter and water.



Household Information Form

Address: _____ Phone # : _____

Last name(s) of persons at this address: _____ Date _____

Work and School Information:

Adult name: _____ Work phone: _____

Employer's name: _____ Work hours: _____

Adult name: _____ Work phone: _____

Employer's name: _____ Work hours: _____

Children's names and schools:

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

Name: _____ Age: _____ School: _____

School(s) policy for release of children after disasters: _____

We have made arrangements for (name and phone #) _____
_____ to pick up our children if we are unable to do so.

Medical and Allergy Information:

Please list important medical information for your family. Include their name, medications they may need, allergies they may have, and any special needs they have.

In case of an emergency, please contact:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Pets:

Name: _____ Type: _____

Name: _____ Type: _____

In the event a member of my family is missing and presumed trapped in our home, I give permission for someone to enter my home to search for them.

In the event no one is home, I give permission for the water, gas, and/or electricity to be shut off if it is necessary for the safety of my home and neighborhood.

Signature: _____ Date: _____

This information will be kept strictly confidential, and will be used only during times of disaster.

Skills & Equipment Inventory



Skills	Name of person(s) with this skill:	Equipment & Supplies	Brief description of tools & equipment available:
First Aid, CPR		First Aid & Medical	
Child care Specialist		Spare Bedding, Tents	
Search and Rescue		Chain Saw	
Crisis Counseling, Psychologist		Generator	
Damage Assessment		Portable Lights	
Disaster Feeding		Camp Grill, Stove	
Amateur Radio Operation		Walkie Talkie	
Plumber, Carpenter, Electrician		Long Ladder	
Fire Fighting		Crow Bar, Axe	
Other		Strong Rope	

Check (U) services I could provide:

- Emergency housing
- Emergency feeding
- Participate in phone tree
- Transport those in need
- Cut trees
- Shovel out mud, sand bag
- Language translation
Which language? _____

Additional equipment I could provide:

**This information will be kept strictly confidential,
and will be used only during times of disaster.
Please complete and
return to your Block Coordinator.**

Notes & Ideas

Month 1 <i>Personal & Family Disaster Plan</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Priority Actions

1. _____
2. _____

Month 2 <i>Storing Water</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Priority Actions

1. _____
2. _____

Month 3 <i>72-Hour Comfort Kits</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Priority Actions

1. _____
2. _____

Month 4 <i>Securing Hanging Furnishings</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Priority Actions

1. _____
2. _____

Month 5 <i>Utility Safety</i>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Priority Actions

1. _____
2. _____

Month 6 <i>Securing Tall Furnishings</i>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Priority Actions

1. _____
2. _____

Month 7 <i>Securing the Water Heater</i>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Priority Actions

1. _____
2. _____

Month 8 <i>Emergency Supplies</i>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Priority Actions

1. _____
2. _____

Month 9 <i>Kitchen & Cabinet Safety</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Priority Actions

1. _____
2. _____

Month 10 <i>Fire Safety</i>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Priority Actions

1. _____
2. _____

Month 11 <i>Garage & Storage Safety</i>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Priority Actions

1. _____
2. _____

Month 12 <i>Structural Mitigation</i>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Priority Actions

1. _____
2. _____

City of Bellevue Fire Department
 Emergency Preparedness Division
 P.O. Box 90012
 Bellevue, WA 98009-9012

Phone: 425 - 452 - 7923

