

Lehi City Administration.....	801-768-7100
Utility Billing.....	801-768-7100
Building Inspections	801-768-7120
Cemetery Arrangements	801-768-7100
Cemetery	801-768-7170
Chamber of Commerce	801-836-0836
Civic Improvement (CIA)	801-768-3117
Garbage Collection.....	801-785-3000
Hutchings Museum.....	801-768-7180
Justice Court	801-768-7160
Legacy Center	801-768-7124
Rippy Literacy Center.....	801-407-1025
Library.....	801-768-7150
Planning and Zoning.....	801-768-7120
Post Office (Lehi)	801-766-1562
Public Safety (Emergencies)	911
Animal Control	801-768-7110
Fire/EMS Headquarters	801-768-7130
Police Headquarters	801-766-5800
PublicWorks (Main Number).....	801-768-4833
Power Department	801-768-4833
*Power After-hours Emergency	801-376-0681
Senior Citizen's Center.....	801-768-7165
Streets Department	801-768-7102 x4
*Streets After-hours Emergency	801-836-1072
Water & Sewer Dept.....	801-768-7102 x3
*Water & Sewer After-hours Emergency	801-836-1045
Qwest	1-800-244-1111
Questar.....	1-800-323-5517
Rocky Mtn. Power	1-888-221-7070

s c h o o l s

Lehi High School.....	801-768-7000
Lehi Junior High School.....	801-768-7010
Willowcreek Middle School.....	801-766-5273
Eaglecrest Elementary	801-768-7035
Fox Hollow Elementary	801-768-2499
Lehi Elementary	801-768-7020
Meadow Elementary	801-768-7025
Sego Lily Elementary.....	801-768-7030
Snow Springs Elementary	801-768-7045

OTHER RESOURCES

National Weather Service (www.nws.noaa.gov)
 American Red Cross (www.redcross.org)



LEHI

Lehi City

Emergency Preparedness Manual

PIONEERING UTAH'S FUTURE

Your Guide To

Personal and Family Preparedness

Fire, Police and Medical

Emergency

Dial 911

Poison Control

1-800-222-1222

Are you prepared for...

- Avalanches
- Biological Threats
- Blackouts
- Chemical Emergencies
- Cold and heat extremes
- Crop Failures
- Dam Failures
- Earthquakes
- Explosions
- Fires
- Floods
- Freeway Closures
- Hazardous Materials
- Influenza Pandemic
- Landslides/Mudslides
- Nuclear or Radiation
- Store Closures
- Terrorist Attacks
- Thunderstorms
- Tornadoes
- Wildfires
- Winter Storms

Or any other disasters in other parts of the world that may affect Lehi?

When disaster strikes, the City needs you to be prepared, so those in immediate danger can be helped.



Here are some reasons why YOU must prepare.

1) You may be on your own

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days.

2) Government may not help

Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

3) Services may be down

Basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days; even a week or longer.

4) You may have to evacuate

You may have to evacuate at a moment's notice and take essentials with you; and probably will not have the opportunity to shop or search for the supplies you need. There are real benefits to being prepared.

5) You'll feel peace of mind

Being prepared can reduce fear,

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location

Address:

Phone Number:

Evacuation Location:

One School Location One

Address:

Phone Number:

Evacuation Location:

Work Location Two

Address:

Phone Number:

Evacuation Location:

School Location Two

Address:

Phone Number:

Evacuation Location:

Other Place You Frequent

Address:

Phone Number:

Evacuation Location:

School Location Three

Address:

Phone Number:

Evacuation Location:

Important Information	Name	Telephone	Policy Number
Doctor (s) :			
Doctor (s) :			
Other:			
Pharmacist:			
Medical Insurance:			
Dental Insurance:			
Home Insurance:			
Auto Insurance:			
Veterinarian/Kennel:			

Family Emergency Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: Telephone Number:

Email:

Neighborhood Meeting Place: Telephone Number:

Regional Meeting Place: Telephone Number:

Evacuation Location: Telephone Number:

Fill out the following information for each family member and keep it up to date.

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

Name: Social Security Number:

Date of Birth: Important Medical Information:

anxiety and losses that accompany disasters.

6) You may save a life

You can reduce the impact of disasters and avoid the danger completely; saving lives.

being prepared is as easy as 1-2-3

step 1

MAKE A KIT



You should have some basic supplies on hand in order to survive for at least three days—one for home, one for the car and one for the office.

A good emergency kit should give you the tools you need to take care of yourself for a period of time.

basics

Recommended items to include in a basic emergency supply kit:

- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air, plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

water

- One gallon of water per person per day, for drinking and sanitation.
- Children, nursing mothers, and sick people may need more water.

- If you live in a warm weather climate, more water may be necessary.
- Store water tightly in clean, plastic containers such as soft drink bottles.
- Keep at least a three-day supply of water per person.

food

- Store at least a three-day supply of non-perishable food.
- Select foods that require no refrigeration, preparation or cooking and little or no water.
- Pack a manual can opener and eating utensils.
- Avoid salty foods, as they will make you thirsty.
- Choose foods your family will eat such as:
- Ready-to-eat canned meats, fruits and vegetables
 - * Protein or fruit bars
 - * Dry cereal or granola
 - * Peanut butter
 - * Dried fruit
 - * Nuts
 - * Crackers
 - * Canned juices

- * Non-perishable milk
- * High energy foods
- * Vitamins
- * Food for infants
- * Comfort/stress foods

extras

Additional items to consider adding to your basic kit:

- Prescription medications
- Extra eye glasses
- Infant formula and diapers
- Pet food and extra water
- Important family documents in a waterproof, portable container: insurance policies, ID and bank account records
- Cash or traveler's checks
- Reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes
- Fire Extinguisher
- Matches in a waterproof container

Get started with the basics

Family

- ✓ Have a Family Emergency Plan
- ✓ Update 72-Hour Emergency Kits
- ✓ Know how to go powerless
- ✓ Store and rotate water

Community

- ✓ Be a volunteer
- ✓ Know your neighborhood
- ✓ Support Citizen Corps.
- ✓ Learn first aid

School

- ✓ Test emergency plans
- ✓ Obtain Emergency supplies
- ✓ Get a NOAA Radio
- ✓ Secure non-structural items

Business

- ✓ Conduct annual evacuation drills
- ✓ Keep a kit in vehicle/workspace
- ✓ Have an employee communication plan
- ✓ Keep data backups off site

business and civic organizations, and the network of first responder organizations to help build prepared and resilient communities. Community members are encouraged to know the potential risks in their areas, have emergency kits available for all members of the family, have and practice a family response plan, be trained in CERT and CPR, and become involved in their local neighborhood watch program and community preparedness efforts.

For more information go to www.citizencorps.utah.gov



C E R T

Community Emergency Response Team

Community Emergency Response Team, CERT, is a training program that prepares you to help yourself, family, and neighbors in the event of a disaster. As a member of a CERT team, you can respond to disasters, participate in drills and exercises, and take additional training. Under

the direction of the local emergency responders, CERT teams help provide critical support by giving immediate assistance to victims, providing damage assessment information, and organizing other volunteers at a disaster site. They also offer a potential workforce for performing duties such as shelter support, crowd control, and evacuation until trained emergency personnel arrive.

The CERT program builds strong working relationships between emergency responders and the people they serve as well as helping the community year-round by assisting with community emergency plans, neighborhood exercise, preparedness outreach, fire safety education, and workplace safety.

CERT training takes about 20 hours to complete. Participants learn how to: identify and anticipate hazards, reduce hazards in the home and work place, extinguish small fires, conduct light search and rescue, set up a medical technique and help reduce survivor stress.

Who should take CERT training?
People interested in taking an active role in hometown preparedness.

For more information contact the Utah Division of Homeland Security, the Lehi Fire Department, or go to: www.BeReadyUtah.gov.

- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children
- Household chlorine bleach and medicine dropper. When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.



- diate medical attention.
- Knowing how to treat minor injuries can make a difference in an emergency.
- Consider taking a first aid class, but simply having the following things can help you stop bleeding, prevent infection and assist in decontamination.

checklist

- ✓ Two pairs of Latex, or other sterile gloves, if you are allergic to Latex
- ✓ Sterile dressings to stop bleeding
- ✓ Cleansing agent/soap and antibiotic towelettes to disinfect
- ✓ Antibiotic ointment to prevent infection
- ✓ Burn ointment to prevent infection
- ✓ Adhesive bandages in a variety of sizes

what about first aid kits?

In an emergency, a family member may be cut, burned or suffer other injuries. If you have these basic supplies you are better prepared to help your loved ones when they are hurt.

remember. . .

- Many injuries are not life threatening and do not require immediate

- ✓ Eye wash solution to flush the eyes or as general decontaminant
- ✓ Thermometer
- ✓ Prescription medications you take every day such as insulin, heart medicine and asthma inhalers
- ✓ Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies

p e t s



Some of the things you can do to prepare for the unexpected—such as assembling an animal emergency supply kit and developing a pet care buddy system—are the same for any emergency.

Whether you decide to stay put in an emergency or evacuate to a safer location, you will need to make plans in advance for your pets.

Keep in mind that what's best for you is typically what's best for your animals.

If you must evacuate, take your pets with you if possible.

However, if you are going to a public shelter, it is important to understand that animals may not be allowed inside.

Plan in advance for shelter alternatives that will work for both you and your pets.

Make a back-up emergency plan in

other things

- Cell phone with emergency battery charger
- Scissors
- Tweezers
- Tube of petroleum jelly or other lubricant
- Non-Prescription Drugs:
 - * Aspirin or non-aspirin pain reliever
 - * Anti-diarrhea (l) medication
 - * Antacid (for upset stomach)
 - * Laxative

the most beautiful in the Western United States. Eager to enjoy the recreation, many people do not think about the hazards that exist in the wilderness. Each year, search and rescue teams, fire departments and law enforcement agencies are involved in the search for missing hikers or campers.

Even the most experienced outdoorsman can find him or herself in trouble without taking the proper steps to prepare. The unexpected can happen. Being prepared to survive will keep you alive if you become lost.

Prepare before you go

Learn and become familiar with the area where you will be. Before venturing into the wilderness, check the weather reports and learn how to read approaching storms in high altitudes.

Equipment

- Pocket survival kit.
- Basic First Aid Kit
- Survival bag or pouch including a cooking pot, fuel source, food, shelter, and a signaling kit.

If you become lost

Don't panic. Create a plan of attack. Keep a clear head, assess the situation, and try to shelter where rescuers can see you. It is recommended

that you inform a friend where you're planning to be so if you become lost, they know where to send rescuers.

Get involved citizen corps

Following the tragic events of September 11, 2001 and the recurring reminders of the powerful force of natural phenomenon, we are reminded of our vulnerabilities, more appreciative of our freedoms, and more understanding that we have a personal responsibility for the safety of our families, our neighbors and our nation. We also know that we can take action now to help protect our families, help reduce the impact a disaster has on our lives, and help deal with the chaos when an incident does occur.

The Utah Citizen Corps Mission is to harness the power of every individual through education training, and volunteer service to make communities safer, stronger, and better prepared for emergencies and disasters of all kinds. The State Citizen Corps Council serves as a resource link between the national Citizen Corps initiative and local and regional councils throughout Utah. The state council encourages councils to bring together local leaders, emergency management, citizen volunteers, faith-based communities,

- ☒ If possible, tape around doors, windows; block air vents using plastic sheeting/ bags.
- ☒ Stay inside until radio announces safety or to evacuate.

Prepare now for lightning

- Learn precautionary measures
- Share information with household members.
- Monitor weather before outdoor activities.
- Have a professional install lightning rods on home.



Act now for lightning

- ☒ Stay indoors.
- ☒ Avoid plumbing fixtures, appliances.
- ☒ Do not use faucets/showers.
- ☒ Forest: go to low area under low, thick tree growth.
- ☒ Boat: go ashore immediately.

- ☒ Open area: go to low area, crouch (do not lie flat).
- ☒ Avoid steel reinforced concrete buildings; metal.
- ☒ Avoid hilltops, beaches, small structures in open area, open water.
- ☒ If hair stands on end (indicator lightning will strike) drop to knees, bend forward, put hands on knees, (do not lie flat).
- ☒ Do not congregate with other people, spread out.
- ☒ Do not use phone or electrical equipment.
- ☒ Car: try to stay in car until storm passes.

Safely enjoy the outdoors



basic survival tips

Utah is known for its scenic mountains, eye popping granite peaks and abundant wildlife. The Wasatch and Uinta mountain ranges are some of

case you can't care for your animals yourself.

Develop a buddy system with neighbors, friends and relatives to make sure that someone is available to care for or evacuate your pets if you are unable to do so.

Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer.

those with special needs

Everyone's needs are unique. By making an emergency plan, you can be better prepared for any situation. Make sure that a friend or family member has copies of important documents.



babies

Don't forget formula, diapers, bottles, milk, medications, and diaper rash ointment.

adults

- Prescriptions
- Insulin
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

seniors

If you anticipate needing assistance during a disaster talk to family, friends and others who will be part of your personal support network.

Write down and share your emergency plan with everyone in your support network.

Make sure everyone knows how you plan to evacuate your home or workplace and where you will go in case of a disaster.

Make sure that someone in your local network has an extra key to your home and knows where you keep your supplies.

Teach those who will help you how to use any lifesaving equipment, administer medicine in case of an emergency. Practice your plan with those who have agreed to be part of your network.

If you take medicine or use a medi-

cal treatment on a daily basis, be sure you have what you need to make it on your own for at least a week.

Make a list of prescriptions including dosage, treatment and allergy information.

Talk to your pharmacist or doctor about what else you need to prepare.

If you undergo routine treatments administered by a clinic or hospital or if you receive regular services such as home health care, treatment or transportation, talk to your service provider about their emergency plans.

Work with them to identify back-up service providers and incorporate them into your personal support network.



emergency documents

Include copies of important documents in your emergency supply kits such as family records, medical re-

cords, wills, deeds, social security number, charge and bank account information and tax records.

Have copies of your medical insurance and Medicare cards readily available.

Keep a list of the style and serial number of medical devices or other life-sustaining devices.

Include operating information and instructions.

Include the names and contact information of your support network, as well as your medical providers.

Keep these documents in a waterproof container for quick and easy access.

disabilities

Create a support network to help in an emergency. Tell these people where you keep your emergency supplies.

Give one member of your support network a key to your house or apartment.

Get signed up with the **Utah Special Needs Registry**. This service allows individuals with special needs to provide information about their situations to emergency response agencies. The information is used to help agencies improve their capabil-

alerts/emergency instructions.

- ☒ Seek shelter immediately in basement or interior room on lower level; take position under sturdy table.
- ☒ Stay away from windows, doors, outside walls; do not open windows.
- ☒ If not sheltered, lie flat in ditch with hands covering head.
- ☒ Avoid building with wide span roofs.
- ☒ If in vehicle, get out, seek shelter in ditch.

Prepare now for hazardous materials incident

- Identify local media stations used for emergency information.
- Learn hazardous materials incident warning signals.
- Know hazardous substances produced, stored or transported in your area.
- Learn shelter-in-place procedures.
- Learn location of ventilation system shut-offs.
- Repair seals around windows,

doors, basements.

Act now for hazardous materials incident

- ☒ If early chemical accident witness, call emergency services.
- ☒ Listen to designated radio/TV station, emergency broadcast system; follow emergency instructions immediately.
- ☒ Bring household members, pets inside.
- ☒ Stay far away from site if possible.
- ☒ Keep body fully covered.
- ☒ Avoid eating/drinking anything uncovered.
- ☒ Prepare household for possible evacuation.
- ☒ Close all exterior and interior doors, and windows.

IF TOLD TO SHELTER-INPLACE:

- ☒ Turn off ventilation systems, fans, clothes dryer, heating-air conditioning; if possible close fireplace damper.
- ☒ Close window curtains, shades, blinds.
- ☒ Go to above ground room with fewest windows/doors.

- In flood zone, purchase flood insurance.
- Plan to secure/evacuate mobile home for adequate shelter.

Act now for flood

- ☒ Listen to designated radio/TV Emergency Alert System for emergency instructions.
- ☒ Stay away from flood water; do not attempt to swim, walk, or drive through.
- ☒ Secure/ bring in outdoor furniture.
- ☒ If instructed, turn off all utilities at main switches; unplug appliances (do not touch electrical equipment if wet).
- ☒ If deep water, allow to flow freely in basement (may avoid structural damage).
- ☒ Do not stack sandbags against outside of house, adds pressure.
- ☒ Avoid downed power lines.
- ☒ Do not drink tap water (may be contaminated).
- ☒ Move valuables to upper floors.

Prepare now for tornado / downbursts

- Buy battery-powered weather

radio and learn local emergency station.

- Learn what tornado conditions look like.
- Learn meaning of watch-warning.
- Identify shelter room (e.g. basement, storm cellar, interior room).
- Plan to secure/evacuate mobile home for adequate shelter.
- Know shelter locations in places you spend time.
- Remove branches, tall trees that may fall on house.



Act now for tornado/ downbursts

- ☒ Report revolving funnel-shaped clouds to authorities.
- ☒ Listen to radio for weather

ity to respond to a disaster and to serve special needs populations.

Only emergency response agencies have access to the information that is collected by the Utah Special Needs Registry.

To learn more, visit:

www.specialneedsutah.org

Dial **2-1-1** on your phone or

Relay users call

1-888-826-9790

Wear medical alert tags or bracelets to help identify your disability.

If you are dependent on dialysis or other life sustaining treatment, know the location and availability of more than one facility. Show others how to operate your wheelchair.

Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.

ADDITIONAL SUPPLIES

- ✓ Prescription medicines, list of medications including dosage, list of any allergies
- ✓ Extra eyeglasses
- ✓ Extra hearing-aid batteries
- ✓ Extra wheelchair batteries
- ✓ Oxygen

✓ Keep a list of the style and serial number of all devices.

✓ Medical insurance and Medicare cards

✓ List of doctors, relatives

step 2

MAKE A PLAN

Your family may not be together when disaster strikes: how will you contact one another; how will you get back together; and what will you do in a disaster?



contacting family

m e m b e r s

It may be easier to make a long distance phone call than a local call, so an out-of-town contact may be in a better position to communicate among separated family members.

Be sure every member of your family knows the phone number and has coins or a prepaid phone card to call the emergency contact.

emergency warnings

Find out what kinds of disasters, both natural and man-made, are most likely to occur in your area and how you will be notified.

Methods of getting your attention vary. One common method is to broadcast via emergency radio and TV broadcasts. You might hear a special siren, or get a telephone call, or emergency workers may go door-to-door.

moving vehicles

If there is an explosion or other factor that makes it difficult to control the vehicle, pull over, stop the car and set the parking brake.

If the emergency could impact the physical stability of the roadway, avoid overpasses, bridges, power lines, signs and other hazards.

If a power line falls on your car you are at risk of electrical shock, stay inside until a trained person removes the wire.

Listen to the radio for information and instructions as they become available.

public emergency plans

You may want to inquire about emergency plans at places where your family spends time: work, day-care and school. If no plans exist, consider volunteering to help create one.



schools or day care

If you are a parent or guardian of a child or children, make sure schools and day-care providers have emergency response plans.

Ask how they will communicate with families during a crisis.

Ask if they store adequate food, water and other basic supplies.

- Cross-train your employees. Make sure more than one person knows how to do a critical part of work.
- Plan to reduce your employees' exposure to pandemic influenza by staggering work hours, telecommuting, teleconferencing, and closing cafeterias or lunchrooms.
- Limit the number of people in the elevators.
- Provide soap, warm water, hand sanitizer and disposable tissues to employees.
- Develop an infection control plan that mandates sick employees leave or not come to work when they are ill and ensures that office surfaces such as phones, desks, and keyboards, are cleaned regularly.
- Put latches on cabinets.
- Fasten shelves, water heaters, large appliances to wall studs.
- Anchor overhead lighting fixtures.
- Repair poor electrical/plumbing connections; large cracks in plaster.
- Install bracing systems for mobile homes, awnings.
- Move beds from windows; do not hang pictures, mirrors over beds.
- Keep flashlight, shoes by bed.

Prepare now for flood



Prepare now for earthquake

- Find out earthquake history of area.
- Conduct earthquake drill.
- Be prepared for aftershocks; possible tsunami (costal areas).
- Place large, heavy, breakable objects on lower shelves.
- Buy weather radio and learn local emergency station.
- Learn if your area is prone to floods.
- Learn meaning of watch warning.
- Have plywood to cover all windows.

(flu shot) at this time.

- No one can predict when a pandemic will occur.



If the disease is severe:

- You should stay at home if you are sick or others in your house are sick.
- Schools, churches, and large gatherings (such as sporting events) may be cancelled.
- Stores may be closed and temporary shortages of food and water could occur because of supply interruptions.
- Healthcare will be different than it is now.

Talk to People:

- Tell your family, employer, doctor and other leaders about the disease and preparing for pandemic influenza.

Act now for pandemic prevention

- ☒ Practice respiratory etiquette (cover your mouth with your sleeve, elbow or tissue when you cough or sneeze).
- ☒ Wash your hands frequently using soap and warm water for 15 to 20 seconds.
- ☒ Alcohol-based hand wipes and gel sanitizers work as well.

In the Workplace

- ☒ Talk to your workers NOW and plan for an emergency.
- ☒ Encourage workers to get an annual influenza vaccination (“flu shot”).
- ☒ Educate your workforce on hand washing, respiratory etiquette, healthy diet, exercise, and the difference between “seasonal flu” and pandemic flu”.

Keeping Business Going

During an Emergency

- Identify your business’ essential functions, and plan to maintain these functions if your workforce decreases by 40%.
- Limit some of your services.
- Reduce business hours.

Find out if they are prepared to “shelter-in-place” if need be, and where they plan to go if they must get away.

neighborhoods, apartments

A community working together during an emergency makes sense.

Talk to your neighbors about how you can work together during an emergency.

Find out if anyone has specialized equipment like a power generator, or expertise such as medical knowledge, that might help in a crisis.

high-rise buildings

Note where the closest emergency exit is. Be sure you know another way out in case your first choice is blocked.

Take cover against a desk or table if things are falling.

Move away from file cabinets, bookshelves or other things that might fall.

Face away from windows and glass. Move away from exterior walls.

Determine if you should stay put, “shelter-in-place” or get away. Lis-

ten for and follow instructions.

Take your emergency supply kit, unless there is reason to believe it has been contaminated.

Do not use elevators. Stay to the right while going down stairwells to allow emergency workers to come up.

workplaces

If you are an employer, make sure your workplace has a building evacuation plan that is regularly practiced.

Look at your heating, ventilation and air conditioning system to determine if it is secure or if it could feasibly be upgraded to better filter potential contaminants, and be sure you know how to turn it off.

Think about what to do if your employees can’t go home.

Make sure you have appropriate supplies on hand.

should you stay or go?

Depending on your circumstances and the nature of the event, the first important decision is whether you stay put or get



away. You should understand and plan for both possibilities.



if you go . . .

Evacuating

There may be conditions under which you will decide to get away, or there may be situations when you are ordered to leave.

Plan how you will assemble your family and anticipate where you will go.

Choose several destinations in different directions so you have options in an emergency.

Create An Evacuation Plan:

Plan places where your family will meet, both within and outside of your immediate neighborhood.

If you have a car, keep a half tank of gas in it at all times in case you need to evacuate.

Become familiar with alternate routes and other means of transport-

tation out of your area.

If you do not have a car, plan how you will leave if you have to.

Take your emergency supply kit unless you have reason to believe it has been contaminated.

Lock the door behind you.

Take your pets with you, but understand that only service animals may be permitted in public shelters.

Plan how you will care for your pets in an emergency.

If time allows:

Call or e-mail the “out-of-state” contact in your family communications plan.

Tell them where you are going.

If there is damage to your home and you are instructed to do so, shut off water, gas and electricity before leaving.

Leave a note telling others when you left and where you are going.

Check with neighbors who may need a ride.

if you stay . . .

Whether you are at home, work or elsewhere, there may be situations when it’s simply best to stay where

- Maintain sufficient heating systems/fireplaces function properly.
- Buy emergency heating equipment designed for indoor use.
- Winterize home.
- Stock extra food and drinking water.



Act now for winter storm

- ☒ Stay indoors until storm ends.
- ☒ Listen to radio/TV, Emergency Alert System for emergency information/ instructions.
- ☒ Do not over-exert if shoveling snow.
- ☒ Wear warm, loose fitting, layered, light weight, dry clothing.
- ☒ Watch for signs of frostbite and hypothermia,
- ☒ Do not use charcoal or gas grills to cook/heat indoors (carbon monoxide hazard).

If in vehicle:

- ☒ Stay on main roads.
- ☒ If necessary, pull off road, stay with vehicle, use hazard signals, bright distress flags.
- ☒ If trapped in blizzard, clear tail pipe, run engine/heater 10 minutes each hour; open window slightly; maintain body heat (use map, seat cover, floor mat for insulation). Night: keep dome light on so work crews can see vehicle.

Prepare now for pandemic influenza

Pandemic influenza is a disease that occurs in humans and would affect people around the world.

- It would be a new disease that no one was immune to.
- It would spread easily from one person to another through coughing, sneezing, or touching contaminated hands and surfaces.
- It could be mild, moderate or very in severity, but will most likely cause high levels of illness, death, social disruption, and economic loss.
- There is no pandemic vaccine

Prepare now for wildland fire

- Find out if your area is prone to wildland fire.
- Make ABC fire extinguishers accessible on every floor (call Fire Dept. for training).
- Develop cooperative plan with neighbors.
- Make sure address is clearly visible; fire trucks can reach your home.
- Use fire resistant/retardant materials.
- Clear vegetation/branches within 100' of building.



Act now for wildland fire

- ☒ Listen to designated radio/ TV, Emergency Alert System for emergency information/instructions.
- ☒ Park car in open space facing

evacuation route; have keys accessible.

- ☒ Shut windows, doors in home.
- ☒ Wear long sleeves, pants, wet handkerchief for face.
- ☒ Close vents, doors; seal attic, ground vents with plywood.
- ☒ Shut off gas at main; turn off pilot lights, propane tanks.
- ☒ Open fireplace damper; close fireplace screens.
- ☒ Move flammable furniture to center of home.
- ☒ Wet shrubs within 15 feet of home.
- ☒ If leaving, tell someone where you are going.

Prepare now for winter storm

- Learn meaning of watch-warning.
- Have appropriate cold weather clothing.
- Have rock salt and sand for traction in ice.
- Equip vehicle with all-season snow tires; fill gas tank.
- Keep emergency auto kit readily accessible.

you are and avoid any uncertainty outside.

There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as “sealing the room,” is a matter of survival.

If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

How to “Shelter in Place and Seal the Room”

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires planning.

- Bring your family and pets inside
- Lock doors, close windows, air vents and fireplace dampers
- Turn off fans, air conditioning and forced air heating systems
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.

- Seal all windows, doors and air vents with plastic sheeting and duct tape.
- Be prepared to improvise and use what you have on hand to seal gaps so you create a barrier between yourself and any contamination.

Local authorities may not immediately be able to provide information on what is happening and what you should do.

However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

Turning off utilities

If there is damage to your home or you are instructed to turn off your utilities:

- ✓ Locate the electric, gas and water shut-off valves.
- ✓ Keep necessary tools near gas and water shut-off valves.
- ✓ If you turn the gas off, a professional must turn it back on.

Do not do this yourself.

steps you can take to prepare now

Be prepared when disaster strikes! This booklet provides measures you can take to prepare for, and respond to a disaster. For area-specific details and more comprehensive information, contact Lehi City emergency management, American Red Cross chapter, or the Lehi Fire Dept.



Assemble a 72 Hour kit

If you are confined to your home or must evacuate as a result of severe weather or disaster, a disaster supplies kit can be useful. Keep it readily accessible for safety, comfort, and convenience.

All household members should know where it is stored.

Replace food, water, medical supplies, and batteries as needed.

Place the items you need during an evacuation (noted with an*) in an easy-to-carry container.

INCLUDE:

For safety/survival

- ✓ 3 days supply of water* (1 gallon/person/day) in clean, marked, plastic containers (e.g. soda bottles, avoid milk jugs, lids do not close tightly).
- ✓ 3 day supply of nonperishable, nutritious foods which don't require cooking* (e.g. peanut butter; canned or dried meats; canned or dried fruits and vegetables; powdered drink mix; powdered or canned milk); eating utensils; manual can opener.
- ✓ List of prescription medicines* (to gather quickly)
- ✓ Extra eye glasses, other needed eye wear*
- ✓ Extra car keys
- ✓ Baby supplies (e.g. formula, diapers)*
- ✓ Pet food; extra water; any special medication*

For home use also have:

- ✓ Standard first-aid kit* (call local American Red Cross chapter to learn what to include)
- ✓ ABC fire extinguisher (call Fire Dept. for extinguisher use training)

cate the standards they are designed to meet. Always use approved or original retail containers. (No used milk jugs)

- If you decide to store more than 5 gallons of these types of flammable liquids at your home, you need at least one 2A10BC rated fire extinguisher, located no closer than 10 feet, and no further away than 50 feet.

Diesel, kerosene & lamp oil

- Residential storage of Diesel, kerosene and lamp oil is limited to **60 gallons**; no more than 10 gallons can be stored in an attached garage; and absolutely no combustible liquid storage is allowed in basements.
- If you decide to store more than 25 gallons of these types of flammable liquids at your home, you need at least one 2A10BC rated fire extinguisher, located no closer than 10 feet, and no further away than 50 feet.
- Portable kerosene heating appliances shall be (UL) listed, and shall be limited to a fuel tank capacity of 2 gallons. The International Fuel Gas Code specifically prohibits the use of these unvented heating appliances in occupied living spaces. If you

decide to use these devices, closely follow the manufacturer's instructions for use, always maintain adequate separation from combustible surfaces, maintain good ventilation in order to prevent carbon monoxide poisoning, and use a battery powered carbon monoxide detector to detect dangerous conditions.

Propane & Butane

- For portable propane storage, you are allowed up to **25 gallons** total capacity. You could have up to **five 5-gallon** portable appliance cylinders (size usually found on barbecue grills); or **one 23 gallon** cylinder, in storage at your home, in an unattached garage or shed. If you want to store propane and flammable/combustible liquids together, they should be separated by at least 10 feet.
- You are only allowed to store up to two (2) of the small portable 1-pound disposable propane cylinders inside your home or attached garage. All other propane cylinder storage must be outside your home in an unattached garage or shed.

- Do not overload electrical outlets.
- Keep folding/chain-style ladder stored in each upstairs bedroom.
- Mark windows of children or others who may not know self rescue.
- Make sure address is clearly visible, and fire trucks can reach your home.

Act now for fire

- ☒ Call Fire Dept.
- ☒ Warn other occupants/pull fire alarm.
- ☒ Get out of the burning building.
- ☒ Small fires: use ABC fire extinguisher; baking soda or pan lid for small oil/grease fire.
- ☒ Feel door to see if hot before opening; if hot, very slowly level window may be option for escape. Otherwise, distress cloth.
- ☒ If leaving, be prepared to crawl (smoke, heat rise).
- ☒ Clothes on fire: Stop Drop, and Roll.
- ☒ Use stairwell, not elevator.

Emergency home fuel storage limits & guidelines



Gasoline & coleman white gas

- Maximum residential storage of flammable liquids (gasoline & white gas) should be limited to **25 gallons**; preferably stored in an unattached garage or shed. Of the 25 gallon total, no more than 10 gallons can be stored in an attached garage; and absolutely no flammable liquid storage is allowed in basements.
- Flammable liquid storage containers shall be of an approved type. Most of these containers are labeled as approved a for flammable liquid use, and indi-

- ✓ Battery-operated radio; flashlights; plenty of extra batteries*
- ✓ Tools: rope, wrench (including gas shut-off wrench), pliers, hammer, nails

For comfort:

- ✓ Change of clothing, sturdy footwear for each person*
- ✓ Bedding for each person*
- ✓ Sanitary supplies (toilet paper, feminine supplies)*



For convenience:

- ✓ Cash or credit card*
- ✓ Medical insurance ID numbers
- ✓ Out-of-town contact list*
- ✓ Paper and pencil
- ✓ Important family documents
- ✓ Reading material

Autokit

Assemble a smaller version of a disaster supplies kit to be stored in a vehicle. Maintain regularly.

INCLUDE:

- ✓ Blankets/sleeping bag
- ✓ Flares and/or triangles
- ✓ Jumper cables
- ✓ Shovel
- ✓ Rock salt and sand (if applicable)
- ✓ Tire repair/ replacement supplies
- ✓ Map(s)

develop an emergency plan

Meet with family members to develop an emergency plan, and regularly conduct drills to practice your plan.

- Become aware of emergency situations that can occur in your area. Contact your local emergency management office, American Red Cross chapter, or Fire Dept. for information.
- Learn your community's evacuation plan.

- Determine safe rooms to go to if you are not told to evacuate.
- Post emergency numbers by the telephone. During an emergency, only use the telephone when someone needs immediate emergency assistance.
- Teach children their address and phone number.
- Note special assistance needed by people with disabilities.
- Prepare for family health needs (prescriptions, medical supplies).
- Plan not to leave pets behind. Locate a “pet-friendly” shelter or location (most emergency shelters for people do not accept pets). Consider care for livestock/farm animals.
- Learn basic first-aid and CPR. Contact local American Red Cross.
- Establish a meeting place in the event of family separation.
- Identify check-in contact that family will call if separated.
- Find out day care/school emergency procedures.

Prepare your home for an emergency

- ✓ Have home inspected to ensure compliance with fire and building codes. Repair defective wiring and large cracks in plaster.
- ✓ Obtain disaster insurance for home and personal property.
- ✓ Obtain information on National Flood Insurance Program from an insurance company or your local emergency management office.
- ✓ Secure important papers, lists, and photographs of personal property, in a bank safety deposit box.
- ✓ Buy ABC fire extinguishers (ask Fire Dept. for training).
- ✓ Keep accessible on each building level. Periodically check functioning.

step 3

BE INFORMED

Be informed about the different types of emergencies that could occur and their appropriate responses. Know what resources are available.

- Learn terms used to describe emergency levels (advisory, watch, warning); learn types of emergency signals on air, radio, and TV.

- ✓ Install a carbon monoxide detector. Regularly maintain according to manufacturers instructions.
- ✓ Buy flashlights/emergency lighting. Avoid candles (fire hazard).
- ✓ Make house address/number clearly visible from the street.
- ✓ Securely bolt/fasten your water heater.
- ✓ Locate your home’s main water, electrical, and gas shut-offs, and learn how and when to shut them off. Mark with brightly colored stickers or tape.

cult fire types.



- Make ABC extinguishers accessible on every floor (call Fire Dept. for training).
- Install smoke detectors; test once each year.
- Identify 2 escape routes from each room.
- Conduct fire drills.
- Make sure windows are not nailed/painted shut.
- Establish outside meeting place; never go back into a burning building.
- Know where flammable materials are in home/garage; properly dispose.
- Regularly inspect/clean chimneys.



WATER IS ESSENTIAL

Store bottled water (**one gallon/person/day**). If purification is necessary, listen to the radio for instructions from public health officials.

Prepare now for fire

- Know how to respond to diffi-