



REGIONAL
DISTRICT
OF NANAIMO



Centra Gas



Weyerhaeuser

Personal Emergency Preparedness Guide Book

Dear Neighbours,

On behalf of the Regional District of Nanaimo, I would like to thank you and your family for acknowledging the importance of personal emergency preparedness.

We cannot prevent earthquakes, floods, major storms or other natural disasters from occurring, however, we can take steps to be organized and prepared for them. This guidebook has been developed to help you prepare to take care of yourself and your family for the first 72 hours after a major emergency or disaster.

I would like to gratefully acknowledge Jason DeJong who conducted the required research and managed this project. Other individuals and groups that assisted in the support, development and review of this guidebook include:

- *Members of the RDN Board of Directors*
- *Comox Valley NEPP*
- *Extension Volunteer Fire Dept.*
- *Dashwood Volunteer Fire Dept.*
- *Coombs/Hilliers Volunteer Fire Dept.*
- *Cranberry Volunteer Fire Dept.*
- *City of Nanaimo - Emergency Program*
- *MacMillan Bloedel Ltd. - Solid Wood Division - Nanaimo*
- *North Cedar Improvement District*
- *Nanaimo Credit Union*
- *Lantzville Improvement District*
- *Bow-Horn-Bay Volunteer Fire Dept.*
- *RCMP - Nanaimo Detachment*
- *Gabriola Island Volunteer Fire Dept.*
- *Centra Gas - Nanaimo*
- *ICBC - Nanaimo Claims Centre*
- *Nanoose Peninsula Residents Association*

We are glad to have this opportunity to assist you and we thank you for investing the time and energy in this important process.

Sincerely,

*Safety/Emergency Program Coordinator
Regional District of Nanaimo*

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EARTHQUAKES

Preparing Yourself and Your Family

It is normal to be afraid of earthquakes. However, planning and practicing what to do before earthquakes occur, lessens fears and anxieties. Knowing that you have stored ample, essential supplies increases peace of mind.

This section of the workbook will:

- ✓ Teach you how to react correctly and automatically when an earthquake occurs.
- ✓ Outline what you should do after an earthquake.
- ✓ Offer a guideline for putting together a family disaster plan.
- ✓ Outline the water, food, medical, and other emergency supplies you should have on hand.

Individual and Family Safety

Earthquakes are frequently accompanied by violent ground motion and loud noise. When they happen, many people's instinct is to run. Most injuries occur as people run in or out of buildings. Instead of running: DROP. Take COVER under anything sturdy. HOLD on until the motion stops.

Before an Earthquake

- Search for potential hazards in your home using the hazard assessment guide on page 22.
- In each room, locate the safest place to be. This may be in a doorway (preferably one without a door; if it has a door, keep your fingers away from the hinged side, and be aware that the door may try to close), or under a sturdy table.

Practice being safe:

Conduct earthquake drills. Call out "EARTHQUAKE!" Allow family members time to react. After the drill, discuss what each did to be safe, and what each could have done.

During an Earthquake

- Immediately move to your safe place. Remember, don't run.
- Stay away from bookcases, glass, fireplaces, and windows – anything that may fall or break and hurt you.
- If you are unable to get to your safe place, then grab what you can to protect your head and face. Pillows, blankets, coats, etc. are better than nothing.
- Stay in your safe place until all ground movement stops.

After the Earthquake

- Remain calm. Take a few moments to collect yourself.
- Check your immediate area for dangers, including broken glass, spilled chemicals, or items that were shifted and may easily fall in an aftershock.
- Protect yourself with sturdy shoes, leather gloves, and a hard hat. A dust mask may also be a good idea.
- Use a flashlight. DO NOT use an open flame (such as a match or lit candle) or turn on the lights until you are sure there are no gas leaks.
- Check those around you for injuries. Provide first aid treatment where needed. Do not move the seriously injured unless absolutely necessary.
- Check for fires. Extinguish small fires, but do not try to put out ones that are too large – Evacuate immediately.
- Carefully check the natural gas, electricity, and water (sewer) utilities. Shut them off if necessary. Also, remember to turn off all your appliances. See pages 31 & 32.
- Listen to radio for details.

Developing a Reunion Plan

There is a good chance that you will not be with your loved ones when the earthquake occurs. To prepare for these separations, you need to identify a neighbourhood reunion site and an out of province contact person. This plan will help you get back together. If that is not possible at least it will let you all know where you are and how you are doing.



Reunion Sites

- List two or three places to go if you cannot or choose not to stay home. Possible sites may include: neighbours or nearby relatives' homes, local schools, churches, community centres, or designated reception centres. When other family members arrive home, it will give them some places to start looking. Make sure you leave them a note telling them where you have gone.

Possible Reunion Site:

Possible Reunion Site:

Possible Reunion Site:

- Choose a relative or friend who lives at least 160 kilometers away who can be contacted by all family members if it becomes impossible to reach your home or reunion sites.

Name of Contact:

Phone Number:

-
- Make small cards with this information for each family member to keep in their wallets, purses, or backpacks. See appendix “F”.
 - Instruct all family members to contact this person as soon as they can after the earthquake. They are to report how and where they are.

As all family members report in, you will be able to find out where they are and how they are doing even though you may not be able to get together for a few days. This will relieve much stress and anxiety.

Tips for the Elderly and the Disabled

Safety during earthquakes requires advance planning and preparation. Taking time to identify a nearby neighbour and to acquaint them with your needs can provide peace of mind now as well as vital help following a disaster.

Before the Earthquake

- Assess your own special needs, capabilities, and limitations and write them down. Be sure to include your requirements for special equipment and medications.
- Draw your home’s floor plan. Mark the safest place for you to be, in each room, during an earthquake. Include exits, hallways, and alternate escape routes. Note obstacles that might make a safe exit difficult and plan to remove them if possible.
- Ask someone in your neighbourhood to be your helper during times of emergency. Review your completed self-assessment and floor plan with this person, and give them a copy of each. You may wish to tell them where to find an extra key to your home, if you know your helper(s) well.

Helpers' Name:

Address:

Phone Number:

- Carry a small flashlight and whistle with you at all times to help alert others to your location in times of need.



During an Earthquake

- If able, move to one of the safe areas you identified on Appendix "A". If you are in a wheelchair, lock the wheels once you are in a safe and protected position.
- Stay away from tall furniture, mirrors, glass windows & doors.
- If you are unable to move quickly and safely, stay where you are and cover your head and body with pillows, blankets, magazines – anything you can reach to protect your head from falling objects.

After an Earthquake

- Use your flashlight or whistle to signal for help if you need it.
- If it appears evacuation will be necessary, begin to gather the medications and other supplies you will need to take care of your needs.
- If you must leave your home, you may want to have a special hiding place for your valuables that cannot come with you.

Helping Children Cope with Their Fears

Talk with your children honestly about what they can expect to happen during and after an earthquake. Children are less likely to experience prolonged anxiety or fear if they know what earthquakes are likely to do.

Before the earthquake

- Talk about your own experiences and/or read aloud about earthquakes. Local libraries have a number of good books. Be sensitive to your children's needs as you do this. The point is not to frighten but to increase their awareness of some of the things that may happen.
- Walk through your house with them and have them practice quickly getting in each room's safe place. Hold frequent earthquake drills to reinforce this practice.
- Walk with your children around their favourite outside places to play. Identify the safe places to be in these locations.
- Ask your children's school about their earthquake response plan. The school's plans may include holding the child until parents arrive. Make sure to explain this to your children and the reason why.

-
- Provide your children with the name of a relative or friend who will care for them if you should get stuck at work, etc. Preferably this will be a person that the children know and are comfortable with.

After the earthquake

- Encourage your children to express their feelings of fear. Drawing pictures or telling stories is a good way to do this. Listen to them carefully when they share these things with you.
- Be careful not to ignore the emotional needs of your children once you have determined that everyone is physically okay. Fear is a normal reaction to any danger that threatens our well being.
- Give lots of hugs to your children and tell them everything will be fine. This provides physical and verbal reassurance to them.
- Include children in clean up activities. It is comforting to the child to watch the household begin to resume its normal functions. It also gives them a job to do.
- Children may revert to immature behaviour for a few days. This is normal and probably won't last long. Do not focus on this action, rather praise them for their help in cleaning up, etc.
- If fears, sleep, or unusual behaviours get worse for more than two weeks, it is time to seek professional help.

Emergency Food

An earthquake can disrupt your ability to purchase food at any time. Consequently, it is wise to maintain a two-week supply of food beyond your normal requirements. You may have plenty of food on hand right now, but check your supplies to make sure.

Selecting foods for emergency supply

- Canned foods and dry mixes that you have on your shelves right now are well suited for emergency supplies.
- Store foods that require little or no cooking or refrigeration in case the utilities have been disrupted.
- Store foods that require little or no water for preparation.
- Store foods that will not increase thirst.
- Choose can and package size carefully. Refrigeration may be difficult, so these sizes should be of the amount that can be consumed by your family in one meal.
- Store foods that will meet the needs of family members requiring special diets.

Suggestions of food to store

- Canned Vegetables (beans, peas, tomatoes)
- Canned fruits (apple, orange, grapefruit)
- Canned meat (corned beef, luncheon meats)
- Canned soups
- Macaroni and Cheese
- Pancake mix
- Dried fruits, raisins
- Granola bars

-
- Rice
 - Canned fish (tuna, salmon)
 - Cereals (small individual packages)
 - Peanut butter
 - Others: jam, syrup, salt & pepper, honey, chewing gum
 - Others you may deem necessary

Supplement items to store

- Manual can opener
- Utility knife
- Bottle opener
- Camping stove & fuel
- Waterproof matches
- Paper towels
- Aluminum foil
- Charcoal grill & charcoal
- Heavy duty plastic bags
- Small tool kit

Storing Emergency Foods

- When food is purchased for storage purposes, date each package and tin. Rotate these items once or twice a year into your regular food supply. Replace with new items.
- Store foods in a cool, dry, dark place. High temperatures contribute to rapid deterioration of many food types.
- Protect food from rodents and insects. Items stored in boxes or in paper cartons will keep longer if they are heavily wrapped or stored in metal containers.



Using Emergency Food

- If you can, use perishable foods in your refrigerator first.
- Use frozen foods in your freezer second.
- Use canned foods and mixes last.
- Discard cans that bulge at the end or are leaking.
- Do not eat or drink anything from open containers near shattered glass.

Emergency Water Supply

Water is essential for survival. During earthquakes, the pipes that bring water to your home can easily break or crack. Cracked pipes may allow the water to become polluted. Storing an alternative supply of water is essential.

Amount to Store

Store 2.5 litres to 5 litres per person per day. Three days is the absolute minimum for which you should be prepared. This water will be required for drinking, food preparation, brushing teeth and other minimal hygiene needs, and washing dishes.

Storing Emergency Water

- Store water in sturdy, opaque plastic jugs or bottles. Plastic soft drink containers work well as do large jugs available in camping supply stores or water distributors. Avoid using milk or other similar containers. This plastic becomes brittle over time and may easily crack.
- Rinse inside of the bottle thoroughly.

-
- Fill the bottle half way. Add chlorine bleach in the amount listed below. Finish filling the bottle to the very top.
 - Spread melted candle wax around the top of the rim and screw the lid on tightly. This should create an air tight seal.
 - Date the bottle and label it "Purified Drinking Water".
 - Store bottles in cool, dark locations. Avoid storing in areas where toxins exist, such as gasoline & pesticides. These vapours penetrate the plastic over time.
 - Water supplies should be inspected every six months. Any supplies that look questionable should be replaced.

Additional Sources of Water

- Hot water heaters.
- Flush tank in toilet. Purify before using. The bowl water is great for pets.
- Existing water in plumbing. You may have to purify this as well.

Purifying Water for Immediate Needs

- Strain out any sediment or particles from the water by pouring it through several layers paper towels, cheesecloth, or coffee filters. Then use *ONE* of the following purification methods.
 - a) Boil the water for 7 to 10 minutes.
 - b) Add ***liquid*** household bleach (must contain 5.25% sodium hypochlorite and be less than one year old) in these amounts:

WATER AMOUNT	WATER IS <u>CLEAR</u>	WATER IS <u>CLOUDY</u>
1 quart	2 drops	4 drops
1 gallon (~5 litres)	8 drops	16 drops
5 gallons (~25 litres)	½ teaspoon	1 teaspoon

c) Purification tablets may be used, but are not recommended because of their short shelf life.

Caution:

- Do not use water from the swimming pool. This water can have a high concentration of salts and/or chlorine, and could cause serious health problems if used. You may use this water for hygiene purposes only.
- Do not use water from waterbeds. Chemicals in the vinyl cause this water to become undrinkable.

First Aid Supplies

Your first aid kit should contain those things necessary to meet the needs of your family. The following lists of supplies provide a useful guide. Plan to use this kit for your everyday first aid needs as well. As you replace items you use, you will be keeping them fresh.

- Assemble a first aid kit. Storing these supplies in a case, a fishing tackle or toolbox, or even a small cardboard box with a handle, makes them easy to carry. Tape a list of the contents to the inside of the lid.
- Store prescription medications and copies of critical medical information in watertight bags in the refrigerator. This may provide protection from earthquake damage, including fire.
- Check the expiration dates of these items periodically. Replace those that have expired.

Suggestion of medicines to store

- Hydrogen peroxide
- Antibiotic ointment
- Individually wrapped alcohol swabs
- Aspirin
- Prescription medication (taken on regular basis)
- Anti-diarrhea medicine
- Laxatives
- Vitamin supplements
- Eye drops
- Syrup of ipecac (induce vomiting)

Suggestion of bandages to store

- Band-Aids
- Clean sheets torn into strips
- Butterfly bandages
- 3 to 6 triangular bandages (36" x 36" x 50")
- Rolled gauze (1", 2", 3" widths)
- Cotton tipped swabs
- Adhesive tape (1/2", 1" wide rolls)
- Bandage, sterile rolls (2", 4" widths)



Additional supplies

- First Aid book
- Writing materials (pen, paper, etc)
- Scissors
- Tweezers
- Thermometer
- Bar soap
- Tissues
- Skin lotion
- Sunscreen
- Insect repellent
- Plastic utensils
- Plastic bags
- Safety pins
- Needle & thread
- Hot water bottle
- Sanitary napkins
- Pre-moistened towelettes
- Mylar space blankets
- Splinting materials
- Contact lenses & supplies
- Extra eye glasses
- Instant cold packs
- Waterproof matches



Home Emergency Supplies

It is important to plan in advance for alternative ways of caring for your needs if the normal means have been disrupted. The information provided in these lists offers suggestions and safety tips to help you prepare for the unexpected.

Lighting

- Store two or three alternative sources of light.
- **Caution:** Make sure there are **No** gas leaks before using any open flame (matches, candles, lanterns).
- Flashlights and extra batteries (batteries stored in the refrigerator last longer).
- Camping lanterns – store extra fuel, wicks, mantles, and matches. (**Caution: may cause increased Carbon Monoxide – use outdoors**)
- Lightsticks – these can provide light for 1 to 12 hours.
- Candles – place in glass jars taller than the candle. This provides extra protection if the candle is knocked over.

Personal Safety and Comfort

It is essential that these items be stored for each family member:

- Eye glasses (extra pair)
- Sturdy shoes
- Work gloves (leather)
- Clothes (complete change)
- Hard hats (extra protection)
- Regular hats (protection from sun/cold)
- Disposable dust masks

Cooking

Make sure you have at least one alternative way to cook your food.

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

- Camp stoves, sterno stoves, barbecues, and hibachis – store extra propane (outdoor storage), charcoal, lighter fluid, and matches.
- Fireplaces – do not use until chimney and flue has been inspected for cracks.
- Fondue pots and chafing dishes – store extra fuel.
- Heavy-duty aluminum foil – requires less water for clean up than a pan.
- Paper plates and cups.
- Plastic utensils.
- Paper towels.

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 disease.

Store a large supply of heavy-duty plastic bags, twist ties, disinfectant (powdered chlorinated lime – but not quick lime), and toilet paper.

- A good disinfectant that is easy to use in a solution of **1 part liquid bleach to 10 parts water** (dry bleach is caustic and not safe for this use).
- If the toilet can *not* be flushed, it can still be used. Remove all water from the bowl, line it with 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.

- Portable camp toilets, small trash cans or sturdy buckets lined with heavy-duty plastic bags are other alternatives for waste disposal.
- Large ziplock plastic bags and toilet paper should be kept at work and in the car for use if you are away from home.

Personal Comfort and Cleanliness

A supply of the following items should always be kept in the car and at work:

- toothpaste
- toothbrush
- soap
- washcloth
- shampoo
- deodorant
- sanitary napkins

Shelter

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

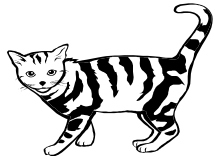
- Tent or waterproof tarp
- Sleeping bags
- Blankets
- Mylar blankets
- Newspaper (insulation use)

Pets

Store a two-week supply of food and water for your pets.

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

-
- Larger animals (livestock) may need additional food supply as well.

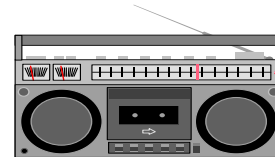


Emergency Information

- Obtain a battery-powered transistor radio and store extra batteries.
- Identify the radio stations in your area that are likely to carry emergency information.

Station: _____
_____ AM/FM

Station: _____
_____ AM/FM



Storage Suggestions

Finding extra space to store your emergency supplies can be tricky. However, it is important that you locate them with care. They will do you little good if you cannot get to them or if they are damaged during the earthquake.

Storage Tips

- Perishable supplies will remain stable longer if they are stored in a cool, dark place.
- One method of storing emergency supplies is to place them in a large, covered garbage can, preferably plastic or rubber. This can be stored outside, in a cool, sheltered location.
- Put the contents inside a tightly closed plastic bag before placing them in the can.
- The number of people in your family will dictate the amount of each item you will put in the can.

Additional Storage Places

- In boxes, neatly stacked and covered with a cloth to make them look like end tables or night stands.
- In a shed or other outbuildings. Make sure that all supplies are up off cement floors (condensation will rust cans), and away from gasoline and chemicals.
- On a closet floor, behind a sofa, or under a bed.
- In a camper or trailer.

Earthquake Comfort Kits

A major earthquake could cause you to spend several hours in your car, or may force you to stay at work. On these occasions, you will want to have the supplies you need to make that time as comfortable as possible.

Car Comfort Kit

Assemble a comfort kit for your car using the following items as a guideline:

- Large, sturdy backpack
- Small first aid kit
- Snack type, nutritious foods (dried fruits, granola bars, crackers)
- Fire extinguisher
- Bottled water
- Flares and matches
- Comfortable, sturdy walking shoes
- Warm blanket
- Heavy-duty work gloves (leather)
- Flashlight (extra batteries)
- Whistle
- Ziplock bags, toilet tissue
- Hard hat
- Money, phone credit cards
- Dust masks
- Deck of cards, good book
- Local map, compass
- Picture of loved ones

Work Comfort Kit

Assemble a comfort kit for your work using the following as a guideline:

- Snack type nutritious foods
- Flashlight (extra batteries)
- Bottled water
- Warm blanket
- Comfortable, sturdy walking shoes
- Transistor radio (extra batteries)
- Whistle
- Ziplock bags, toilet tissue
- Heavy-duty work gloves (leather)
- Money, phone credit card
- Dust masks
- Deck of cards
- Small first aid kit
- Picture of loved ones

PREPARING YOUR HOME

As much as one-third of all reported earthquake loss is caused by non-structural damage to building contents. This type of damage is relatively easy to prevent. Preparing your home takes little time and costs a little money, and is well worth the investment because of the huge losses it can prevent.

This section of the workbook:

- ✓ Provides an earthquake hazard hunt (assessment) to help you detect what needs to be done to make your home more earthquake safe.
- ✓ Offers step-by-step guidelines for securing the contents of your home.
- ✓ Explains how you can help ensure that your home is structurally sound.
- ✓ Teaches you how and why to shut off all utilities.
- ✓ Outlines the basic steps of fire prevention following earthquakes.

Earthquake Hazard Hunt (assessment)

The ground movement that accompanies an earthquake is seldom the cause of property damage. Homes that are structurally sound with their internal contents properly secured, generally come through earthquakes with relatively little damage. On the other hand, unprepared homes are unsafe and their contents are vulnerable to the violent motion of major earthquakes.

Take 30 to 60 minutes to walk through your home. Using this as your guide, identify the hazards that are in each room.

- Correct each hazard by following the instructions listed on the pages associated with that item. Check the box when the recommended action has been completed.
1. Check your **water heater**. Is it properly secured top and bottom with plumber's tape or a nylon strap? Is the tape/strap directly secured to the studs behind the wall? Have you replaced the copper piping with flexible connectors?

To properly secure your water heater, see page 28.

- Check this box when the water heater is secure.
2. Identify top-heavy, **freestanding furniture** that would topple in an earthquake. Likely pieces are tall bookcases, china cabinets, chests of drawers, shelving units, etc.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

To properly secure these items, see page 29.

- Check this box when all pieces of furniture have been properly secured.

3. Identify **heavy or breakable objects** on high shelves in bookcase or cabinets, or on the top of dressers, etc.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Move these objects to lower locations, or use method on page 29.

- Check this box when all items have been moved to a safer location or secured properly.

4. Identify all pieces of **electronic equipment** (computers, stereos, televisions, etc), **small appliances** (microwaves, toasters, etc), and other types of equipment (sewing machines, answering machines, etc) that may slide off their cabinet or countertops.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Secure these items by following the suggestions on page 30.

- Check this box when all items have been properly secured to their countertops.

-
5. Identify **hanging plants**, especially those in heavy baskets, and hanging lamps that are near windows. Ground movement may cause them to swing and fall and/or break the windows.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

To secure these items, see page 32.

- Check this box when these items have been secured.

6. Identify **mirrors** and **heavily framed pictures** that are located above beds, couches, etc.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Relocate these items or securely mount them using the suggestions on page 31.

- Check this box when these items have been secured.

-
7. Identify **latches** on kitchen, bathroom and workroom cabinets that will not hold their doors securely closed during heavy shaking.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Secure these doors by replacing their latches with one of the types recommended on page 32.

- Check this box when all cabinet doors can stay securely closed.

8. Identify **poisons, toxins or solvents** in breakable containers that are located in high or dangerous locations.

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Room: _____ Item: _____

Move these items to lower locations. Keep them away from your water and food storage, and out of the reach of children.

- Check this box when you have placed these items in a safe location.

9. Inspect the **foundation of your home**. Make sure your home is properly bolted to the foundation, and that there are no exposed cripple walls.

Bolted to the foundation: *yes* _____ *no* _____

Exposed cripple walls: *yes* _____ *no* _____

Guidelines for bolting your home to its foundation and for strengthening cripple walls with plywood are found on page 41.

- Check this box when your home is properly secured to the foundation and when all cripple walls have been strengthened.

10. Inspect your **chimney and roof** for loose bricks and tiles that may be jarred loose in an earthquake. Determine whether plywood should be added to the **attic** to protect your home in case your chimney falls in an earthquake.

Chimney: OK _____ needs some work _____

Roof: OK _____ needs some work _____

Attic: OK _____ needs plywood added _____

Guidelines for strengthening your chimney, roof and attic are on page 43.

- Check this box when the chimney, roof and attic have been strengthened and made safe.

11. Identify the locations of all **utilities**, and make sure all family members know their locations and how each is shut off.

- Check the natural gas meter. Make sure it can be shut off. See page 34.

- Check the main water valve. Make sure it can be turned off. See page 36.

- Locate the electricity circuit box. Make sure you know how to shut off the main circuit breakers. See page 35.

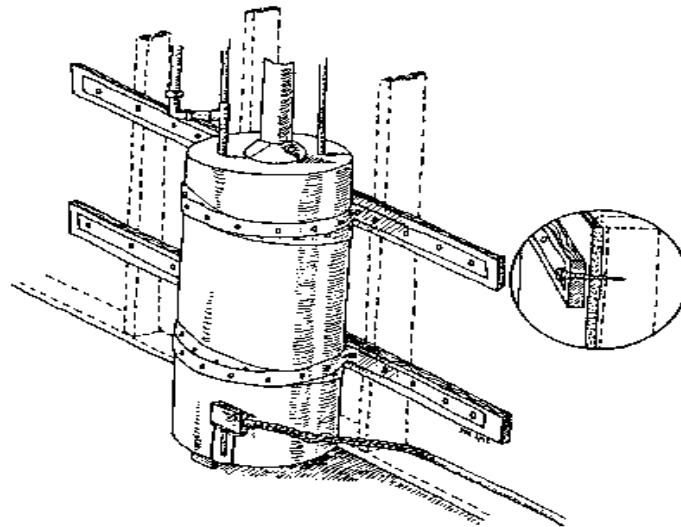
Securing the Water Heater

A typical water heater weighs between 400 to 500 pounds when full. A sudden jolt and/or the rolling motion that accompanies most earthquakes can cause them to topple over. This movement can also cause the natural gas and water line connectors to break.

- There should be very little space between the water heater tank and the wall. If there is more than 1 to 2 inches, attach a wooden block (Ex: 2x4) to the wall studs with long lag screws. The goal is to create a snug fit between the tank and the wall.
- Wrap steel plumber's tape or nylon 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 tape to the wall studs with several ¼" x 3" or longer lag screws with washers. If you are securing it to the concrete, use ¼" expansion bolts.



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

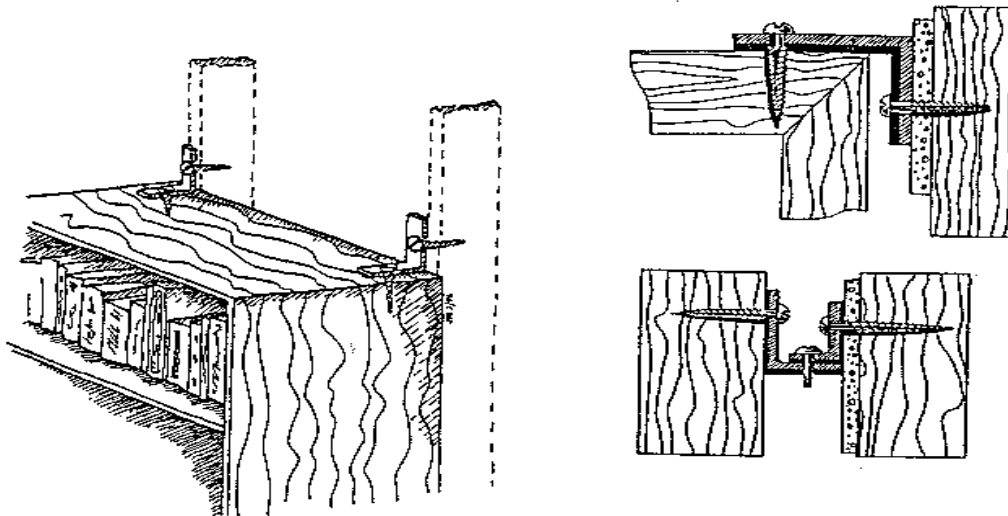


Securing the Furniture and Its Contents

A major earthquake has the potential for causing substantial damage to your possessions. In fact, it is estimated that one-third of the cost of earthquake damage is due to non-structural losses. This includes furniture, equipment, heirlooms, etc.

How you secure your furniture depends upon its value, location and your imagination. There are many ways to protect each piece.

- Secure all, free-standing furniture, such as bookcases, china cabinets and shelving units to the wall studs using "L" brackets, corner brackets or anodized aluminum moulding. Examples are illustrated.
- Attach a wooden or metal guardrail to open shelves to keep items from sliding off. This is especially important wherever there are a lot of glass items.
- Place heavy and/or large items on lower shelves.



Securing items to shelf tops

To protect items on shelf tops such as televisions, stereos, computers and microwaves from the back and forth motion that accompanies many major earthquakes, secure them with Velcro or other similar products. Other means of securing these items include dental wax (for more delicate items like crystal vases) and double sided tape.

- Secure items kept on shelf or countertops.

To secure items with Velcro or similar products:

- Choose Velcro that has adhesive on the back.
- Cut Velcro into 1" squares.
- Leaving the two sides of the Velcro together, remove the paper to expose the adhesive on one side and attach this to the legs or corners of the equipment or appliance.
- Leaving the two sides of the Velcro fastened together, remove the paper from the other side and set the item down on the shelf or countertop where you want it placed.

Securing Wood Burning Appliances

A typical wood burning stove or heater weighs between 200 and 300 pounds. It can easily be toppled over by the rolling action of an earthquake. This movement can cause a fire or let smoke and other combustion gases to leak into the house.

Have your wood-burning appliance secured by a professional so it will not topple over. If you do the work yourself, have it inspected.

Do not compromise your safety!

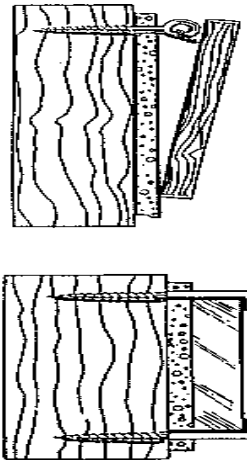
Securing Pictures, Mirrors, Hanging Objects and Cabinets

Earthquakes have a tendency to knock heavy pictures and mirrors off the walls. You may be seriously injured if they happen to fall on you. For this reason, consider moving all heavily framed pictures and mirrors away from beds, couches and chairs.

Securing pictures and mirrors

Secure these items by placing angle screws on their top and bottom as illustrated, or by securing them with wire to an eye bolt. Screw these directly into wall studs if possible.

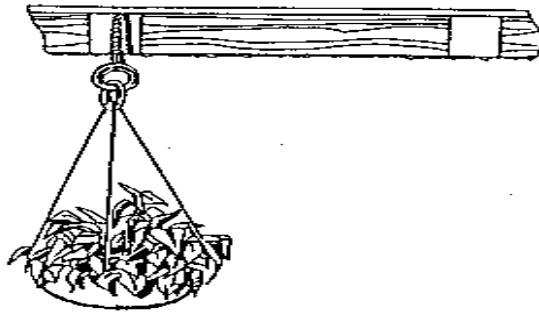
- Velcro may also be used to secure pictures, mirrors, wall clocks, etc. to the wall.



Securing hanging objects

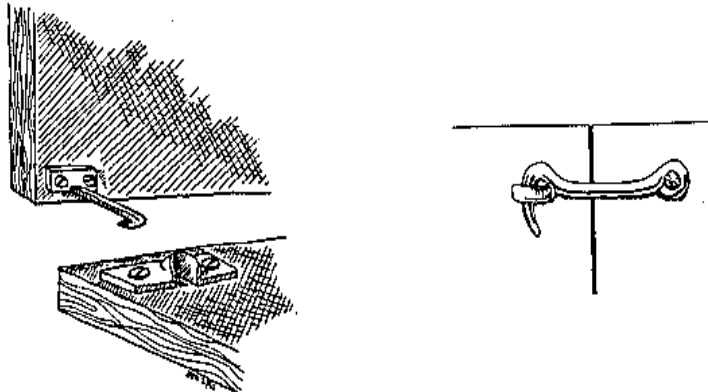
Carefully check the location of all hanging plants and other hanging objects. Determine if they are close enough to windows to strike them in the motion of an earthquake. If they are, consider moving them.

-
- Secure these objects by closing the opening in their hook. Make sure the hook is screwed directly into a ceiling stud.



Securing kitchen cabinets

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



The Natural Gas Delivery system - Can it survive an Earthquake?

The natural gas pipeline system was constructed and installed to maximize public safety and minimize loss of service in the case of an emergency. In other areas where major earthquakes have occurred, gas delivery systems similar to our local system have withstood ground movement extremely well. Most disruption of gas service and other underground utilities has occurred because of landslides or the collapse of pipe-supporting structures such as bridges.

Does Natural Gas Pose a Safety Risk?

Natural gas is a safe and reliable source of energy. Nevertheless, you should understand its characteristics and any potential hazards of gas burning appliances.

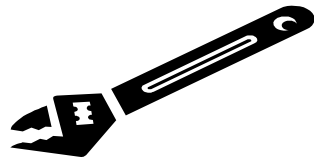
- Natural gas is lighter than air.
- If leaked outdoors, it tends to rise and simply dissipate into the atmosphere.
- If leaked in a confined space, such as inside your home, it mixes with air and forms a combustible mixture which can ignite from sparks from electrical switches or appliances, or from open flames such as matches and pilot lights. A fire or explosion can result.

Before an earthquake

- Locate the gas meter.
- Locate the shut off valve on the inlet pipe. Make sure this valve will turn. It only takes ¼ turn in either direction to shut it off, so be careful.

Valves that have not been turned in a number of years probably will not budge.

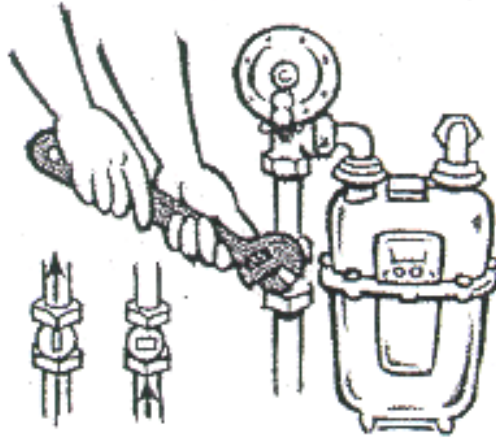
- Attach a wrench to the meter or to the wall directly behind the meter. The wrench should be 12 to 16 inches in length.



Shutting off the gas meter after an earthquake

- Shut off the gas immediately *only if* you smell the characteristic warning odour (rotten egg like) of gas and/or you notice a large consumption of gas being registered on the gas meter.
- Do not use matches, lighters, and open flame appliances or operate any electrical switches until you are sure no gas leaks exist. Sparks from electrical switches could ignite gas, causing an explosion.
- 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 meter by turning the shut off valve a quarter turn in either direction to stop the flow of gas through the inlet pipe.
- Make sure you and your families knows the location of your main gas shut-off valve (normally located at your meter) and ensure there is a clear path to it. Designate a 12" to 16" adjustable wrench just for emergency shut-off of your gas supply.

-
- The shut-off valve is located where your gas service connects to your meter. To close, turn the valve a quarter turn with your 12" to 16" adjustable wrench.



ON OFF

Shutting Off the Electrical and Water Utilities

Electricity: Electrical sparks have the potential of igniting natural gas if it is leaking. Teach all responsible family members where and how to shut off the electricity.

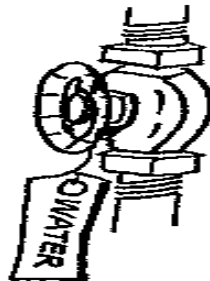
- Locate the electricity circuit box. It may look like one of these:



- Learn how to shut off the electricity to the entire house.

Water: Water very quickly becomes a precious and rare commodity following major earthquakes. It is important that all family members learn how to shut off the water for two reasons:

- The normal supply of water to your home will likely be disrupted or perhaps polluted because of broken or cracked lines. It is wise to shut the water supply off until you hear from the proper authorities that it is safe for drinking.
- Shutting off the water will trap the water that is in the hot water heater and toilet tanks. Not shutting the water off may allow it to flow out these appliances and back into the main water lines.
- Locate the shut off valve for the water main that enters the house. It may look something like this:



- **Make sure this valve can be completely shut off. Valves that have not been turned recently may be rusted open. Or they may only partially close. Replace this valve if necessary.**
- Label this valve with a large tag and make sure that all family members know where it is located. *(Turning off the water at the meter, usually located in a cement box, is not recommended because of the difficulty in turning this valve.)*

Fire Safety

Fires almost always accompany major earthquakes. Having a fire extinguisher handy and knowing how to use it may save your home, your possessions and even your life. This is especially true following a major earthquake when the fire department will be overwhelmed by a number of calls and may not be able to get to you in time. However, be smart. Knowing when the fire is too big to handle is equally important. Do not endanger yourself or your family by trying to save your home.

Fire extinguishers

Locate your fire extinguishers where they are readily accessible. When used correctly, they can keep small fires from becoming big ones.

- It is better to have several smaller extinguishers located throughout the house than to have one large one that may be difficult to get to quickly. This is especially important if your home has multiple floors.
- An A:B:C extinguisher is effective for most types of fires. “**A**” fires involve ordinary combustibles such as wood, paper, cloth and many plastics. “**B**” fires come from flammable liquids such as gasoline, paints, kitchen grease, and oils. “**C**” fires involve electrical equipment, such as appliances, wiring, and fuse boxes.



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

- Regularly review their operating instructions.

Putting out small fires

- Remove the heat by cooling it – for example, with water.
- Remove the air – for example, smother it.
- Remove the fuel – for example, shut off the natural gas.

Possible fires following earthquakes

- Natural gas fires – First, shut off the gas. Second, put the fire out by using an extinguisher.
- Electrical fires – First, shut off the electricity. Second, put out the fire by using an extinguisher.
- Oil and grease fires – Use baking soda, a lid, a bread board, or a fire extinguisher to smother the flames. **NEVER** use water on grease or oil fire.



Using a fire extinguisher

- 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 the flames.

-
- Always point the extinguisher at the base of the fire rather than at the top of the flames.
 - Squeeze or press the handle, and slowly sweep the fire from side to side until it goes out.
 - 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.

Toxic Substance Safety

Improperly stored chemicals can create a secondary disaster following a major earthquake. Care must be taken to store them properly now.

- Keep only those chemicals you need and use on hand. Dispose of old or unwanted chemicals.
- Place pesticides, gasoline, paint thinners, and other chemicals on the floor, on a low shelf or in a locked cabinet. It should also be away from children's play area.
- Chemicals should be stored well away from any water or food storage items.
- Make sure container lids are tightly closed.
- Store ammonia and bleach in different locations. If mixed, they create toxic fumes.



Following an earthquake

- Though not an immediate priority, you will want to check on the status of your stored chemicals as soon as possible.
- Clean up spilled chemicals with rags or paper towels that can be discarded. Do not use your water supply to rinse out rags.
- If multiple bottles have broken, try to clean up each chemical separately. Then place rags in individual plastic garbage bags. Reaction may take place if you mix the chemicals.
- These individual plastic bags may be put in a larger trash bag.

Structural Preparation

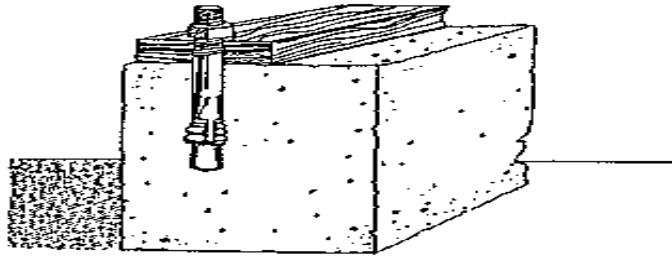
Homes that have been framed in wood are generally quite resistant to earthquake damage. Watching tall trees in a strong wind demonstrates this resistance. It is unlikely that conventionally framed houses will collapse. This is the case, however, only if the home remains on its foundation and the roof, ceiling and walls remain connected.

Foundation

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

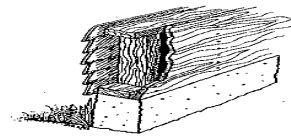
- Check your house and garage for foundation bolts. These bolts secure the wood structure to the concrete foundation. They are placed approximately six feet apart along the sill plate and should look like the one illustrated.

-
- Using a hammer drill and carbide bit, drill a hole through the sill plate into the foundation. Place these holes every six feet.
 - Drop a ½" x 8" expansion bolt into the hole and finish by tightening the nut and washer.



Cripple Walls

- Inspect the vertical studs that extend from the foundation to the first floor of your home. These are called cripple walls. If they are exposed on the inside, they could buckle with severe ground motion.
- Strengthen the cripple walls by nailing plywood sheeting to the vertical studs.
- Inspect the garage for exposed cripple walls. This is particularly important if the garage is supporting living quarters.



Mobile homes

It is relatively easy for a mobile home to be thrown off its supports during an earthquake, even those that produce minor shaking.

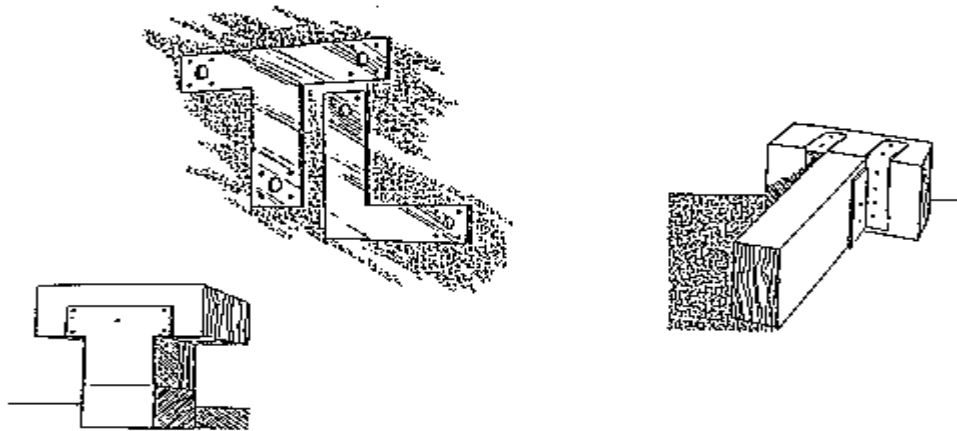
- Leave the wheels on the coach to limit its fall.
- Check the undercarriage to make sure that it has been securely tied to the foundation.

-
- Tie doublewide mobiles together. The two halves generally are of different weights. Because of this, they move differently in an earthquake and can easily pull apart.

Strengthening the frame

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

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



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

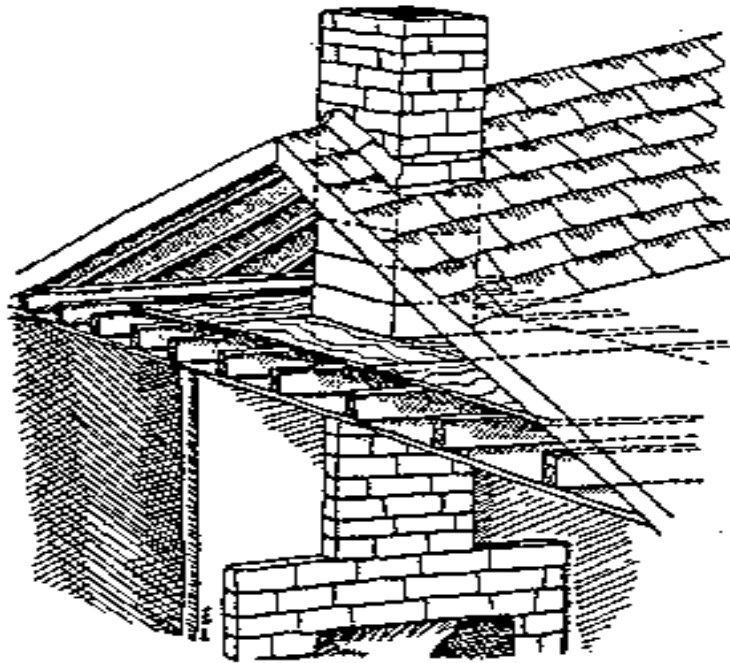
Brick and masonry

- 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.

Chimney

One of the most common types of damage suffered 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 $\frac{3}{4}$ " plywood nailed to the beams. This will provide protection from falling bricks that might break through the roof.



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.

POWER OUTAGES

Preparing for Power Outages

This section of the workbook will look at:

- ✓ Why a Power Outage Checklist
- ✓ First things first
- ✓ Reporting an outage
- ✓ What next? Major concerns
- ✓ Staying comfortable
- ✓ Being prepared
- ✓ Outage kit
- ✓ Home generators

The Purpose of a Power Outage Checklist?

BC Hydro takes pride in serving you with continuous, reliable electric service. Occasionally, though, a blown fuse, a bad storm, or a failure in the equipment serving your home may interrupt your power.

First Things First

When your power goes out, look out your window to see if the neighbouring homes have lights. If they do, check your fuse box or circuit breaker panel. Make sure large appliances are turned off before replacing fuses or throwing breakers. This will help prevent possible damage to your electrical system.

If your home is not the only one without power, disconnect all electrical heaters and appliances to reduce the initial demand when the power returns.

If you leave your home during the outage, double check to make sure all heat-producing appliances, such as your range and iron, are unplugged. This will minimize fire danger if power is restored while you are away.

Reporting the Outage

From your home, visually scan the neighbourhood to look for trouble indicators such as flashes of light and downed wires, but make sure you keep away from these dangerous areas.

Check to see if your phone is operating. If it is, dial BC Hydro 24 hour emergency number for your area, and give your operator as much information as you can. Please call only *ONCE*, to keep phone lines open to other customers. Crews will be dispatched to your area as soon as possible.

What Next? Major Concerns

Next, take conservation measures in your home in case the outage is a prolonged one.

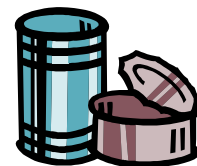
-
- Conserve water
 - Keep doors, windows and drapes closed (retain heat).
 - Keep refrigerator & freezer doors closed

Staying Comfortable

- Be extremely careful of fire hazards caused by candles or other open flame light sources. Use a shiny aluminum pan behind the candle to reflect more light.
- If you have a fireplace, use it for both warmth and cooking.
- Camping gear can be useful.
- Keep a battery-operated radio on hand.

Tips on preparing meals in power outage:

- Use your non-electric fondue pot to heat soup, coffee or any other hot beverages.
- Stock up on canned and dried foods for a quick and easy meal.
- Keep a manual can opener on hand.
- Use thermos to keep liquids hot.



Being Prepared

Simple planning can help reduce the inconvenience.

- People relying on life-sustaining equipment should register by calling BC Hydro, purchase a small generator, or know where to rent one.
- Keep the BC Hydro 24-hour emergency number for your area in an easy to find place.
- If you have an electric garage door opener, learn how to open it without the electric power. Make sure to read the instructions supplied by the manufacturer.
- If you leave home, review what you want on and what you want off, if the power is re-activated while you are gone.

Outage Kit

(Short duration outages)

- Glow light stick
- Flashlight
- Battery-powered radio
- Extra batteries
- Wind-up clock

Items you may want to keep on hand are:

- Paper plates and plastic utensils
- Fuel for camp stoves
- Firewood and kindling
- Extra blankets
- Matches

Home Generators

Home generators are handy for backup electricity in case of a service interruption or where no electrical service is available. But there are hazards to be aware of in using one.

Serious accidents can result when a home generator is connected to an existing electrical system. If a backflow of energy from the generator follows the electrical lines to the transformer, and the energy is transformed into higher voltage, the lives of any utility employees working on lines nearby are seriously endangered.

Also, anyone touching equipment energized by the generator backfeed may be in danger.

To safely operate a generator, follow this simple three-step plan:

1. Follow the generator manufacturer's instructions.
2. Connect lights and appliances directly to the generator, not to an existing electrical system.
3. Remember that any generator connected to BC Hydro electrical system must be inspected by a Utility and Electrical Inspector.

WILDLAND URBAN INTERFACE

(Forest Fires)

Preparing Yourself and Home

Wildfires don't just happen only in some remote area. Forested and rural subdivisions, farms, acreage, and cottages are all within reach. Every year fires threaten or destroy homes. Taking some basic steps will help reduce the threat of wildfire to your home.

This section of the workbook will:

- ✓ Give tips on creating a safety zone around your home
- ✓ Give tips on creating a safety plan for your property

Wildfire Safety Zone Around Your Home

Firefighters work very hard to prevent fires from starting but when grasses, underbrush, leaves and branches are dry, a single spark can ignite a major blaze. There are certain things you can do to minimize the risk to your home.

Tips List

- General cleanup. Get rid of branches, needles, and underbrush at least 10 metres from your home.
- Thin out trees within 30 metres of your home. Leave 3 metres between them.
- Prune tree limbs. The lowest limbs should be 2 to 3 metres from the ground.
- Mow regularly.
- Remove combustible materials from under decks or elevated porches.
- Store firewood away from your home.
- If constructing or renovating your home, consider wildfire safe materials and techniques.

Wildfire Safety Plan For Your Property

On average, more than 3000 wildfires strike BC each year. In some cases, homes and properties are outside of local fire departments boundaries. Here are some guidelines to help protect you and property.

Tips List

- Keep a hose and nozzle permanently connected. Have it in one clearly identified place.
- Have an accessible ladder. This is to reach your roof to put out small fires.
- Have ready a round-point shovel and grubbing tools. These can help stop the spread of ground fires.
- Check your roads and driveways. This is to ensure you can get out quickly if needed. Also it is to help firefighters to get in your property with ease.
- Keep at least two means of escape.
- Create fuel break. This can be done with driveways, gravel walkways, or green lawns.
- Set a schedule for regular inspections around your home and property.



FLOODS

Although there are many municipal, provincial, and federal agencies ready to provide aid should a devastating flood occur in British Columbia, it is the personal responsibility of each of us to be prepared to deal with disaster should it unexpectedly strike.

This section of the workbook:

- ✓ Offers tips on preparation before a flood occurs.
- ✓ Explains what you may do during a flood.
- ✓ Outlines some basic steps of what to do after a flood.

Before the Flood

It is important to be aware of your property's susceptibility and flood height forecasts for your area in order to be ready and prepared if a flood should occur.

- Make an inventory of your possessions, valuables, papers and property.
- Learn safest route from your home or business to high, safe ground.
- Make sure all family members know how to turn off power, gas, and water utilities.
- Keep sand, sandbags, plywood, plastic sheeting, and lumber on hand if flooding is imminent.
- Install check valves in sewer traps so flood water cannot backup in sewer drains.
- Be aware swollen waters can cut off return route.

During the Flood

- Turn off all utilities in your home.
- Always seek higher ground, staying out of dry creek or riverbeds.
- Avoid areas subject to sudden flooding.
- DO NOT attempt to cross a flowing stream or flooded road.
- If your car stalls in a flooded area, abandon it and climb to higher ground.



- At home, store valuable items on upper floors.
- Board up windows (if necessary) if major flood is imminent.
- Remove insecticides and other toxic chemicals from the house to prevent contamination.
- Store medicine where floodwaters cannot reach them.
- **Secure all outdoor possessions (lawn furniture, garbage cans etc).**



- You may need to make provisions for safe emergency shelter.

After the Flood

- You may need to get in touch with your insurance agent immediately if you have been flooded.
- Do not use fresh foods that have come in contact with floodwaters.
- Test drinking waters for potability. This may have to be done by a professional.
- If you need to drink the water before you are able to test it, purify it by using the instructions on page 13.

-
- DO NOT visit a disaster area. Crowds hamper rescue and other emergency operations.
 - DO NOT handle live electrical equipment in wet areas. Check and dry before returning to service.
 - If you are returning home after a flood, check the house for structural damage. Make sure it is not in danger of collapsing.
 - When re-entering a flooded home and you notice a strong gas odour, or if there is other evidence of a gas leak, do not enter the premises. Call your local gas authority office immediately.
 - Let the building air out before entering to remove foul odours or escaped gas.
 - If water occupies the home, pump out a third of the flooded water each day. Further damages to the structure can occur by pumping water out too quickly.
 - After flood damage, natural gas lines, equipment and appliances must be checked, and all leaks repaired and pressure tested by a licensed gas fitter.

APPENDIX

This section contains:

- ✓ Important Individual and Family Information
- ✓ Elderly and the Disabled Self-Assessment & Floor Plan
- ✓ Evacuations Information
- ✓ Out of Province Cards

Important Individual and Family Information

You will want to document property loss for insurance and income tax purposes. You may also need financial assistance. Having ready access to the documents necessary for application forms will eliminate undue delay and frustration. Make sure you have insurance protection coverage of all your assets. You may need a special insurance rider for the full value.

- Take a few minutes and record this vital information. Keep copies in two safe places, fire resistant if possible.
- Store deeds, wills, tax records, birth certificates and other vital documents in a safe location (fireproof box or safety deposit box).
- Take photographs or videotapes of all valuables for documentation for insurance claims.
- Record serial numbers that are available. Other items can be marked with a special marking tool. This tool is available at your local RCMP station or hardware store.

1. Name and Social Security number of all family members:

Name: _____ #: ____/____/____

Name: _____ #: ____/____/____

Name: _____ #: ____/____/____

Name: _____ #: ____/____/____

Name: _____ #: ____/____/____

2. Employment Information:

Father's Work (name of business):

Address:

Mother's Work (name of business):

Address:

Other family member's work (name of business):

Address:

3. School Information:

Name of child: _____

Name of school: _____

Address: _____

Phone number: _____

The school's policy is to Hold/Release (circle one) child in the event of a major earthquake.

Name of child: _____

Name of school: _____

Address: _____

Phone number: _____

The school's policy is to Hold/Release (circle one) child in the event of a major earthquake.

Name of child: _____

Name of school: _____

Address: _____

Phone number: _____

The school's policy is to Hold/Release (circle one) child in the event of a major earthquake.

Name of child: _____

Name of school: _____

Address: _____

Phone number: _____

The school's policy is to Hold/Release (circle one) child in the event of a major earthquake.

4. Medical and Legal Information:

Doctor's Name: _____ Phone: _____

Address: _____

Doctor's Name: _____ Phone: _____

Address: _____

Doctor's Name: _____ Phone: _____

Address: _____

Hospital/clinic's name: _____ Phone: _____

Address: _____

Attorney's Name: _____ Phone: _____

Address: _____

5. Important Medical Histories:

Allergies

Name: _____

Type: _____

Name: _____

Type: _____

Name: _____

Type: _____

Regular Medication

Name: _____

Type: _____

Name: _____

Type: _____

Name: _____

Type: _____

6. Account and Policy types and numbers:

Bank: _____ Account type: _____

#: _____

Bank: _____ Account type: _____

#: _____

Insurance: _____ Policy type: _____

#: _____

Insurance: _____ Policy type: _____

#: _____

7. Vehicle Registration number:

Car make: _____ License #: _____

ID #: _____

Car make: _____ License #: _____

ID#: _____

Boat make: _____ License #: _____

ID#: _____

Other: _____ License #: _____

ID#: _____

8. Important Telephone numbers:

Fire Department: _____

Natural Gas Company: _____

Police Department: _____

Electric Company: _____

Ambulance: _____

Phone Company: _____

Poison Control: _____

Landlord: _____

Evacuations

This next passage is just for information purposes in case an evacuation is necessary in your area. During an evacuation, emergency personnel will contact you and supply further instructions (what to do, where to go, etc.)

They may alert you by several methods. These include:

- Personal Contact (emergency personnel door to door)
 - Public Address System (PA's)
 - Local TV, Radio, and News Media Broadcasts
 - Outdoor Alerting Systems (Siren, horn, etc.)
 - Cable TV Interrupts.
 - Telephone Systems (manual or automatic dialing systems)
-
- Stay Calm.
 - Gather your family, take a neighbour or someone who needs help.
 - If evacuation is mandatory: take critical items (medicine, purse, wallet, keys, etc.) if they are immediately available. Take pets in pet kennels or on a leash.
 - If evacuation is precautionary: take essential items (diapers, baby food, clothes, money, etc.).
 - Leave a radio on, preferably a "talk radio" station. This gives the impression of an occupied home and is a good deterrent to criminals.
 - Turn off all appliances (stove, washing machine, etc.)
 - Do not turn off your utilities (gas, water, etc.) unless instructed to do so. If you do, do not turn them on unless you consult the proper utility authority.

- Lock your house.
- Do not use more cars than you have to.
- Keep windows and vents in the car closed.

**** You can get detailed information on burglar-proofing your house from your local Police Department. ****

Out of Province Contact Cards

You may cut these contact cards out and give to each individual family member. They should be on you at all times.

Fold card in half (left to right). Photocopy this as many times as needed.

<p><i>Out-of-Province Contact Card</i></p> <table border="1"> <tr> <td>Name</td> <td>Contact</td> <td>Phone</td> </tr> </table> <table border="1"> <tr> <td>Name</td> <td>Cardholder</td> <td>Phone</td> </tr> </table> <p>-----</p> <p>Address _____</p> <p>Medical Conditions _____</p> <p>Allergies _____</p> <p>Medications _____</p>	Name	Contact	Phone	Name	Cardholder	Phone	<p><u>TO USE THIS CARD</u></p> <p>Locate Emergency Broadcast Stations on AM Radio. Listen for locations of Emergency Phone Centres. Call your Out-of-Province Contact and:</p> <p>⇒ Tell them how you are, where you are and your plans until next call.</p> <p>⇒ Find out about other family members and their plans.</p> <p>⇒ Arrange to call back at a specific time.</p> <p>STAY CALM – Limit your phone <i>usage</i>—give others a chance to call their family contact.</p>
Name	Contact	Phone					
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Out-of-Province Contact Card

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Reference Material

- 1. Comox Valley:** Personal and Neighbourhood Preparedness Workbook
(N.E.P.P - Neighbourhood Emergency Preparedness Program)
- 2. Ministry of Forests:** Wildfire pamphlet
(Facts, quiz and protection plan)
- 3. Emergency Response Institute:** School Disaster Planning
(Floods)
- 4. City of Richmond:** Protective Action Options Plan
(Evacuations)