



REDACTED PUBLIC COPY

EMERGENCY GUIDEBOOK

INSIDE FRONT COVER

The Emergency Guidebook was prepared by PUD #1 of Clallam County (the “District”) to provide guidance for District employees and their families in case of a disastrous event. It is an abbreviated version of the Emergency Response and Restoration Plan (ERRP) and was published as a portable flip book for District employees to share with their families and to keep in their vehicles or at home for convenient reference in case of a disaster event.

Certain telephone numbers have been redacted from the Emergency Guidebook. Those phone numbers are for District-employee use only, and have been blacked out to avoid creating confusion about who the general public should call for assistance in case of a natural disaster emergency.

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INTRODUCTION

This guidebook has been created as a quick reference guide to assist your PUD family in planning for and responding to emergencies or disasters. This guidebook is in no way complete and encourages all to plan and prepare further on your own. It provides some basic information and websites for Pre-disaster Planning, Plans & Provisions, Vehicle Safety Kits, Family Pet Care, and suggested Personal Emergency Kits in the event of an emergency.

Please refer to the Emergency Response and Restoration Plan (ERRP) booklet for more details.

Preplanning is necessary for all families and strongly encouraged BEFORE an emergency occurs!

PLEASE PREPARE!

INTRODUCTION

MY LOCAL CONTACTS

Name _____

Number _____

Name _____

Number _____

Name _____

Number _____

Name _____

Number _____

Hospital _____

School _____

Work _____

Other _____

continued ▶

**MY LOCAL
CONTACTS**

MY LOCAL CONTACTS *continued*

Police/Ambulance: 911

Poison Control: 800-222-1222

FEMA: *www.fema.gov*

American Red Cross: *www.redcross.org*

NOAA: *www.noaa.gov*

National Weather Service: *www.weather.gov*

WA State Emergency Management: *mil.wa.gov*

KONP Radio (1450 AM & 101.7 FM)

KSQM Radio (91.5 FM)

KBDB Forks Radio (96.7 FM)

MY OUT OF AREA CONTACTS

Name _____

Number _____

Name _____

Number _____

Name _____

Number _____

Name _____

Number _____

Name _____

Number _____

Name _____

Number _____

**MY OUT OF AREA
CONTACTS**

PRE-DISASTER PLANNING – HOME

EMERGENCY RESPONSE & RESTORATION PLAN AND YOU

There is an old adage that “planning is everything.” That’s why we are providing the Emergency Response & Restoration Plan (ERRP) to our employees and this Guidebook to our employee’s families - to help with the pre-planning required to ensure the best response to any critical situation or emergency.

Every family should assemble and maintain a Personal Disaster Kit that they can use at home or take with them if they must evacuate.

In addition, you should always keep your vehicle stocked with basic emergency supplies. You should consider maintaining a 30 day supply of food and water in your home. Store the items for your kit in sturdy, clearly labeled, easy-to-carry containers. Have a three-day supply of food and water in your kit.

This Guidebook is not designed to be all-inclusive. Your advance planning and attention to your family and neighbors’ needs may well determine the success of emergency response.

continued ►

PRE-DISASTER PLANNING – HOME *continued*

SOME PRE-DISASTER PLANNING WEBSITES – NOT ALL INCLUSIVE

Ready.gov: Plan Ahead for Disasters: <https://www.ready.gov/>

Make a Plan/ Ready.gov: <https://www.ready.gov/make-a-plan>

Disaster Preparedness Plan/Make a Plan/Red Cross:

www.redcross.org › *Get Help* › *How to Prepare for Emergencies*

Prepare My Family for a Disaster | Homeland Security:

<https://www.dhs.gov/how-do-i/prepare-my-family-disaster>

Build a Kit | Ready.gov: <https://www.ready.gov/build-a-kit>

WHAT ABOUT THE FAMILY PET?

Pets are an important part of the family for many of us, so planning for their sheltering should also occur in the event a disaster strikes our community. Unfortunately, pets aren't permitted in the hospital, and many public disaster shelters cannot accept pets (except for service animals that assist people with disabilities) because of health and safety regulations. **In the midst of a disaster, it may be impossible to find shelter for your animals – so plan now.**

continued ►

PRE-DISASTER PLANNING – HOME *continued*

Leaving pets behind, even if you try to create a safe place in your home, can result in their being injured, lost or worse. Frightened animals can quickly slip out of open doors, broken windows or damaged areas of your home left exposed by the disaster event. For information on pre-planning for your pet, check out:

Pets and Animals | Ready.gov: <https://www.ready.gov/animals>

TIPS ON LOCATING A SAFE PLACE FOR YOUR PET

- Set up a buddy system with friends, neighbors or relatives.
 - Contact hotels and check policies on accepting pets. If you have prior notice of an impending disaster, call ahead for reservations.
 - Online you can check out <http://www.petswelcome.com> for hotels that accept pets.
 - Contact boarding kennels in your area.
 - Ask your veterinarian if he or she would be able to board your pet.
-

DISASTER OCCURS – HOME

PUD EMPLOYEE FAMILIES

Make sure your family is safe, and check to see if your neighbors are safe. Post either an “OK” or “Help” sign in your front window to notify responders checking in neighborhoods, and encourage your neighbors to do the same.

Check NOAA Weather Radio or local radio. There is a good chance that all communications may be down. [REDACTED]

[REDACTED]

- When possible, check in with the DEOC – see **PUD CONTACTS in ERRP** – to inform them that all is OK, or if help is needed. Provide the DEOC with your contact number.
- The Management Team at the DEOC will assess the situation, make assignments, and relate plans.

Employees are critical to the District’s success in any emergency, and the PUD understands the need of a secure and safe family. Therefore, the following services will be provided if needed:

- If schools and daycare facilities are not open post-disaster, working employees who have no other childcare options may bring their children to the designated District facilities’ childcare area.

continued ►

DISASTER OCCURS – HOME *continued*

- Check with the [REDACTED] post-disaster for more information or check in with the DEOC.

Employees working during a disaster will be given time to prepare their personal belongings and to secure their family. If your family members must evacuate, they should bring enough supplies to be comfortable at their shelter location for at least 72 hours.

The decision to allow family sheltering in District facilities will rest solely with the General Manager or his/her designee and will be considered under extreme circumstances only.

EMERGENCY DISASTER COMMUNICATIONS

Communication is the key to emergency awareness. In the event of an emergency, [REDACTED] is updated on a regular basis to give employees current information on facility preparations, conditions and some work schedule expectations.

The communication line **is not** intended to replace communicating with your supervisor or manager, so be sure to check your answering machines frequently and/or keep in touch with your supervisor or manager for your responsibilities during an emergency event.

Again, all communications may be down, however arrangements have been made with local radio stations to transmit information for our

continued ►

DISASTER OCCURS – HOME *continued*

employees and customers. For the latest updates in the event of disaster, tune to any of the following:

- KONP Radio (1450 AM & 101.7 FM)
- KSQM Radio (91.5 FM)
- KBDB Forks Radio (96.7 FM)

Communications will also be sent to the following news outlets in the event they are operational:

- Peninsula Daily News
- Sequim Gazette
- Forks Forum
- KIRO TV
- Q13 FOX TV
- KOMO TV
- KING TV

continued 

DISASTER OCCURS – HOME *continued*

LEAVING YOUR PET BEHIND AS A LAST RESORT

Whenever possible, identify your pet as belonging to you, with your name, address, and phone number. If you must leave your pet, leave it in your home, away from windows, hanging plants, and pictures in large frames. Consider utility areas or bathrooms. Leave familiar items such as the pet's normal bedding and favorite toys. In case of flooding, the location should have access to high counters to which pets can escape.

- Set up two separate locations if you have cats and dogs. Even if they normally get along, the anxiety of an emergency can cause pets to act irrationally. You should not leave your pet tied up outside or let it loose to fend for itself.
 - Filling the bathtub with water will provide drinking water for several days.
 - Paste labels (with your contact number) near entrances so rescue workers know what animals they will encounter.
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WINTER STORMS

- Listen to NOAA Weather Radio or a local radio or television station for updated information.
- Watch for changing weather conditions.
- Move animals to sheltered areas with a supply of non-frozen water.
- Avoid unnecessary travel.
- Stay indoors. Wear warm clothes.
- Eat regularly.
- Stay hydrated. Avoid alcoholic beverages.
- Check on relatives, neighbors and friends, particularly if they are elderly or live alone.
- Be prepared for power outages.
- If you must travel, keep a Vehicle Safety Kit in your vehicle and consider bringing along your Personal Disaster Kit.

EARTHQUAKES

If you are inside when the shaking starts you should:

- Drop, cover, and hold on.
- If you are elderly or have a mobility impairment, stay where you are, bracing yourself in place.
- Stay away from windows.
- Stay indoors until shaking stops and you are sure it is safe to exit.
- If you are in a coastal area, see the **TSUNAMI** Tab.

If you are outdoors, you should:

- Find a clear spot away from buildings, trees, streetlights, and power lines.
- Drop to the ground and stay there until the shaking stops.
- If in a vehicle, pull over to a clear location, stop, and stay there with seat belt fastened until shaking stops.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks or debris.

After the earthquake:

- Expect aftershocks; there are often many.
- Check yourself and check on the well-being of your loved ones.
- Post **either** an OK or a Help card in your front window or on your front door. This will alert neighbors and first responders to your needs.
- Place your fire extinguishers outside on the street edge so they are visible and available for immediate use.
- Listen to a portable radio for updated information.

TSUNAMI

A **Tsunami WATCH** means a dangerous tsunami has not yet been verified but could exist and may be as little as an hour away.

A **Tsunami WARNING** means a dangerous tsunami may have been generated and could be close to your area.

If you feel an earthquake that lasts 20 seconds or longer and you are in a coastal area:

- Drop, cover, and hold on.
- When shaking stops, gather members of your household and move quickly to higher ground away from the coast.
- Avoid downed power lines and stay away from buildings and bridges.
- Use a NOAA Weather Radio or stay tuned to a Coast Guard emergency frequency for updated information.
- Bring companion animals indoors.
- Follow instructions issued by authorities.
- **If you hear an official Tsunami Warning, evacuate immediately and take your Personal Disaster Kit.**
- Return home only when told by officials it is safe.



TSUNAMI

FIRE

- Stay calm.
- Carry out your escape plan.
- Go outside right away.
- If your escape route is filled with smoke use your second way out.
- If you must escape through smoke crawl low under the smoke to your exit.
- If smoke, heat, or flame blocks your exit routes, stay in the room with the door closed.
- Once you are outside go to your meeting place and call 911.
- **Once you are out STAY OUT.**



FIRE

FLOOD

A Flood WATCH means a flood is possible in your area.

A Flood WARNING means flooding is already occurring or will occur soon in your area.

A Flash Flood WATCH means flash flooding is possible in your area.

A Flash Flood WARNING means flash flooding is already occurring or will occur soon in your area.

- Use a NOAA Weather Radio for up-to-date information.
- Be alert to signs of flooding.
- Bring your companion animals indoors.
- If you live in a flood-prone area, evacuate to higher ground.
- If advised by authorities to evacuate, do so immediately.
- Follow recommended evacuation routes.
- If evacuating, leave early enough to avoid being stranded by flooded roadways. Take your animals with you.
- If driving, avoid already flooded areas.



FLOOD

HEAT

An Excessive Heat WATCH means conditions are favorable for an event to meet or exceed local excessive heat warning criteria in the next 12-48 hours.

An Excessive Heat WARNING means that heat values are forecast to meet or exceed locally defined warning criteria for at least two days.

An Excessive Heat ADVISORY means hazardous heat conditions have begun or will begin within thirty-six hours and could become life threatening.

- Listen to NOAA Weather Radio for up-to-date weather information or local radio.
- Never leave children or pets alone in closed vehicles.
- Slow down and avoid strenuous activity.
- Take frequent breaks if you must be outdoors.
- Use a buddy system when working in excessive heat.
- Watch for signs of heat exhaustion or heat stroke.
- Stay indoors as much as possible.
- Conserve electricity not needed to keep you cool.
- Dress appropriately.
- Drink plenty of fluids. Avoid drinks with alcohol or caffeine.
- Eat small meals and more often.
- Check on your animals frequently.



HEAT

HAZARDOUS MATERIALS

- If you witness (or smell) a hazardous materials release call 911.
- If you hear warning signals, listen to a local radio or television station for further information.
- Stay away from the incident site.
- If outside, stay upstream, uphill, and upwind.
- If instructed to evacuate do so immediately.
- If evacuating, take your animals with you.
- If instructed to stay indoors, see the **SHELTER IN PLACE** Tab.
- Avoid contact with any spilled liquids, airborne mists and powders, and condensed solid chemical deposits.
- Do not eat food or drink water that may have been contaminated.
- Be prepared to turn off the main water intake valve in case authorities advise you to do so.

**HAZARDOUS
MATERIALS**

CHEMICAL RELEASE

- Go inside immediately. Remember your pets.
- Tightly lock all doors and windows.
- Shut off fans and all devices that circulate air throughout your home.
- Go into your pre-selected room and tightly seal it with plastic sheeting and duct tape. Place a dampened towel under the door.
- Listen to the local radio for instructions.
- Evacuate if you are advised to do so.
- If you have evacuated, do not return home until local authorities say it is safe.
- Get medical treatment for any unusual symptoms you may experience following the event.
- Thoroughly air out your home once the emergency is over.

If you are in your car:

- Tightly roll up all windows.
- Shut off the motor to avoid drawing outside air in through the engine.
- Turn off all heating and cooling and close all vents.
- Breathe through a dampened cloth.
- Turn on the radio and listen for instructions.

TERRORISM

In case of a terrorist act of any kind, you should pay close attention to official instructions via radio, television, and whatever means of alert, warning, and providing instructions officials may use. In the immediate area of a terrorist attack, your local police, fire, and other safety officials are the best sources of information and instructions.

The steps you should take to prepare for the possibility of a terrorist attack are the same you would for other disasters.

You should:

- Be aware of your surroundings.
- Move or leave only if you feel uncomfortable or if something does not seem right.
- Be prepared to evacuate or to shelter in place if instructed.
- Take precautions when traveling.
- Be extra observant and report suspicious activity to authorities.
- Contact your employer to determine whether or not to go to work.
- Avoid public gathering places.
- Keep listening to local radio or television stations for additional warnings or instructions.
- See the **SHELTER IN PLACE** Tab.

SHELTER-IN-PLACE

- Follow the instructions of local authorities.
- Bring children and pets indoors immediately.
- Close and lock all outside doors and windows.
- If you are told there is a danger of explosion close window shades, blinds, and curtains.
- Turn off heat or air conditioning.
- Close the fireplace or wood stove damper.
- Get your Personal Disaster Kit and make sure the radio is working.
- Move to an interior room with no or few windows and shut the doors.
- If instructed, seal the room using duct tape and plastic sheeting. Seal all cracks around the door, into the room. Tape plastic over any windows, vents, electrical outlets and other openings.
- Listen to your radio until you are told all is safe or you are told to evacuate.

CHEMICAL EMERGENCIES

If a person eats or drinks a non-food substance:

- Find the container the substance came in and take it to the telephone.
- Call the Poison Control Center at 800-222-1222. If directed, call 911.
- Follow the instructions of the Poison Control Center operator or 911 Dispatcher.

If a chemical gets into a person's eyes:

- Call the Poison Control Center at 800-222-1222. If directed, call 911.
- Flush the eyes with clear water for a minimum of 15 minutes or take other actions as directed by the Poison Control Center or 911 Dispatcher.

If a person is burned by chemicals:

- Call 911.
- Administer First Aid.
- Remove clothing and jewelry from around the injury.
- Loosely cover the burn with a sterile or clean dressing.

If there is a danger of chemical fire or explosion:

- Get out of the building immediately.
- Call 911.
- Stay upwind and away from the building.

If you have been exposed to toxic chemicals:

- Wash body parts that may have been exposed.
- Remove clothing.
- Discard clothing that may have been contaminated.
- Call 911.

VEHICLE SAFETY KIT EXAMPLE*

- Road flares
- Fire extinguisher
- Flashlight/light sticks
- Extra batteries
- Tools for vehicle
- Jumper cables
- Ice scraper
- Multi-tool
- Leather/latex gloves
- Plastic storage bags
- Map of area
- Waterproof matches
- Tarps for shelter
- Shovel chains/cat litter for traction
- Rope/bungee cords/ratchet strap
- Personal Disaster Kit

**These are just some recommended items. Check online sites for more complete Vehicle Safety Kit lists.*

PERSONAL DISASTER KIT EXAMPLE*

- Food: energy bars/nuts/food with high liquid content
- Portable radio with extra batteries or a hand-crank radio
- Water: 1 gallon per person per day
- Blankets: Mylar/other
- Warm clothes/rain gear/hat/sturdy shoes
- Cell phone/charger/portable battery
- Cash in small bills
- Emergency phone numbers
- Copies of important papers
- First aid kits/special medications
- Toilet paper
- Hand sanitizer/wipes
- Personal/infant hygiene items
- Whistle
- Flashlight/light sticks/extra batteries
- Multi-tool with can opener

**These are just some recommended items. Check online sites for more complete Personal Disaster Kit lists.*

INSIDE BACK COVER

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OUTSIDE BACK COVER

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