

# Get Ready Shoreline

## EMERGENCY PREPAREDNESS



The Puget Sound area is prone to a number of situations — earthquakes, severe storms — that make emergency preparedness not just a good idea, but a vital one. Experts recommend you be prepared to take care of yourself and your family for five to seven days without outside assistance.

The City of Shoreline wants to do all it can to help. The list of local **Community Education Programs** at right are designed to meet a variety of needs. Inside is a list of the **Top 10 Emergency Preparedness Questions** the City hears from citizens along with the answers, and on the back is **Contact Information** including phone numbers for local utilities.

The remainder of this booklet is a reprint of the *Seattle Times* special report, **"How to prepare for a disaster."** The City of Shoreline found this information so valuable that it asked and received permission from the *Seattle Times* to reprint it so the City could make it available to the entire Shoreline community.

Please take the time to follow the easy steps outlined in this booklet and keep it on hand as a quick reference in the case of disaster. For more information, contact Shoreline Emergency Management Coordinator Gail Marsh at (206) 546-7873 or [gmarsh@ci.shoreline.wa.us](mailto:gmarsh@ci.shoreline.wa.us).

**Get ready, Shoreline!**

## Preparedness Programs

Below are free, local emergency preparedness programs. Contact information is listed on the back.

### Emergency Preparedness

The City of Shoreline and the Shoreline Fire Department respond to requests for information and presentations on how to ensure you are prepared at home, work and in your vehicle. Contact: Shoreline Emergency Management Coordinator Gail Marsh or Shoreline Fire Public Information Officer Melanie Granfors.

### Block Watch

Block Watch groups are formed by neighbors interested in mutual protection against burglary, auto theft and other crime. Shoreline Police storefront officers attend meetings to provide information about crime prevention, Operation ID, engravers and Block Watch signs. Contact: Shoreline Police Neighborhood Centers.

### Ready Neighborhood

Established Block Watch groups can also become a Ready Neighborhood. Each household is asked to be ready to sustain itself for a minimum of three days, identify neighbors who need extra help in an emergency, recognize neighborhood hazards and check on neighborhood safety. Contact: Shoreline Emergency Management Coordinator Gail Marsh.

### Business Watch

Business Watch helps prevent crime and includes programs such as the Retail Anti-Theft Program, Crime Prevention Through Environmental Design, Crime Free Multi-Housing (landlord training), Busi-

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# Top 10 Emergency Preparedness Questions

## **Number 10: How can I prevent carbon monoxide poisoning?**

Invisible and odorless, carbon monoxide (CO) is a poisonous gas that is produced when any fuel such as gas, oil, kerosene, wood or charcoal is burned. It can kill a person in minutes.

Never burn charcoal inside any enclosed area or use gasoline powered equipment indoors. Never use a gas oven or an unvented gas or kerosene heater to heat your home. Have oil and gas appliances, fireplaces and wood stoves checked every year by a trained professional.

Symptoms of CO poisoning include headache, dizziness, fatigue, weakness, confusion and nausea. If you suspect CO poisoning, get to fresh air immediately and call 911.

## **Number 9: What radio station should I listen to?**

KIRO Radio 710 AM is the primary Emergency Alert System (EAS) radio station in the Puget Sound area. You can also obtain "first alert" emergency messages by having a weather radio, available at many electronic stores and at [www.emd.wa.gov](http://www.emd.wa.gov).

## **Number 8: What should I do if my child is at school or daycare during an emergency?**

All schools and daycare facilities are required to have emergency procedures that address safety, emergency provisions, evacuations, school lock downs and plans for reuniting parents with students. Incorporate this plan into your family plan.

## **Number 7: Where do I buy emergency supplies?**

All major hardware, food and variety stores will have components of what you would want in your supply kit. There are also a number of vendors who can help you build a kit or offer ready-made kits. Visit the

American Red Cross Web site at [www.redcross.org](http://www.redcross.org) or use your computer search engine to query emergency supply sites to find a vendor.

## **Number 6: What if I am at work?**

Businesses should also have an emergency plan and supplies. Planning ahead gives you a better chance of not being in the 40% of businesses that do not reopen after a disaster. Visit the Emergency Management page at [www.cityofshoreline.com](http://www.cityofshoreline.com) for information about developing a business disaster plan or sign up for the Ready Business program described on the back page of this publication.

## **Number 5: As a senior citizen or someone who is disabled, how can I be better prepared?**

Make sure your emergency plan identifies a support network of people who can help with specific needs such as evacuating your home, using life saving equipment you may have and administering medicine. These people should have a key to your house. Keep a list of the medications and medical equipment you are using and copies of your medical cards and emergency contact information in a waterproof container to protect it from water damage.

## **Number 4: Do I shut off my gas immediately after an earthquake?**

Not unless you smell or hear gas escaping. If you do suspect a gas leak, follow the directions on the facing page to shut it off. Only the gas company should turn the gas back on. Call your gas company so they can perform an inspection, turn it on and relight pilot lights.

## **Number 3: What do I do with my pet?**

Taking care of your pet in an emergency needs to be part of your emergency plan. Have food, water, sanitation and first aid items for your pet. Make sure your pet has an ID tag or microchip. Develop a buddy system to make sure someone is available to care for or evacuate your pets if you are unable to do so. If you must evacuate, take your pets with you. Since animals may not be allowed inside public shelters, plan alternatives.

## **Number 2: Where are the shelters/feeding stations for my neighborhood?**

If a shelter is needed, the Red Cross and City of Shoreline will choose a shelter based on what location is structurally sound, has power and is located in a safe place. Since the location will depend on the emergency, we do not publish a list of potential shelter options. If we do need to open a shelter in Shoreline, we will use all mediums of communication available to inform the community about its location.

## **AND the most frequently asked question:**

## **Number 1: How long before the Fire or Police Department will come and check on me?**

Depending on the disaster this could be minutes to days. In an emergency, these "first responders" assess the extent of the disaster, prioritize where resources should be sent to help the most people and begin rescue operations. Individuals need to be ready to take care of themselves for a number of days in an emergency. Build a kit, have a plan and learn how to do first aid, administer CPR and turn off your utilities.

# How to prepare for disaster



Check these pages to see whether your family is ready in case disaster strikes. In our area, that could be a major earthquake. Be prepared to spend a week without utilities, medical aid or communications.

## Before it happens

### Gather documents and cash

- ☐ **Store important documents** such as insurance policies, deeds, property records and birth certificates in a bank safe-deposit box. Store copies in your disaster-supplies kit.
- ☐ **Keep a stash of cash** or traveler's checks at home where you can quickly get them in case of evacuation.

### Make a family emergency plan

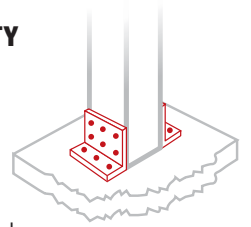
- ☐ **Identify a safe place in each room** of your home and practice rapidly getting there. Best locations include under a sturdy desk or table, or beside a sturdy, large piece of furniture such as a sofa or bed. Avoid doorways; doors will bang open and shut in a large earthquake.
- ☐ **Practice home-evacuation drills.** Choose someplace nearby for your family to meet. Expect a lack of transportation.
- ☐ **Educate your children.** Get a copy of your school district's disaster policy regarding transportation and the release of students. Keep photos of family members in your wallet in case someone is missing.
- ☐ **Take a first-aid course.** Learn CPR.
- ☐ **Know where the nearest police and fire stations are.** Know the route to the nearest hospital emergency room. Keep critical phone numbers and your insurance-policy numbers by your phone and in your wallet.
- ☐ **Enter your "ICE" — In Case of Emergency — numbers on your cellphone** so emergency workers will know whom to contact if you're hurt. For example, enter "ICE husband John" and the phone number.
- ☐ **Meet your neighbors** and find out whether they have medical or other expertise. Plan to unite if your neighborhood becomes isolated. Help elderly, disabled or single-parent neighbors create an emergency plan. Get contact information for their relatives.

- ☐ **Fill in the spaces below and keep this page in a handy place.**

### Evaluate your home

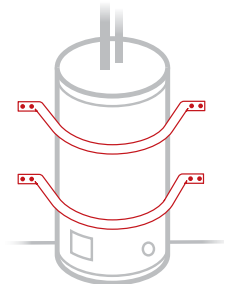
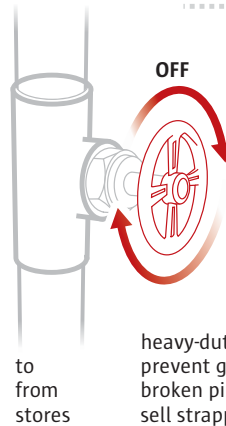
#### STRUCTURAL SAFETY

- ☐ **Make sure your home is bolted to the foundation** and the structure is properly reinforced.
- ☐ **Check roof, foundation, chimney and walls** for cracks and overall condition. Information on retrofitting, including a list of trained local contractors and contacts, is available from Project Impact, a Federal Emergency Management Agency program. Check the Web site [www.seattle.gov/projectimpact](http://www.seattle.gov/projectimpact) or call 877-2-BOLT-IT.
- ☐ **If you live in an apartment,** know where your building's utility controls are and how to use them.



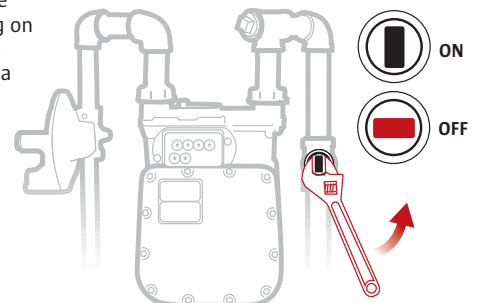
#### PLUMBING

- ☐ **Family members should know how to shut off waterlines** in case of a leak in the house. Label the shut-off valve clearly; it's the first valve in the line after it enters the house.
- ☐ **Strap your water heater** (gas and electric ones) to studs in the wall with heavy-duty metal strips or to the floor prevent gas leaks and possible fires broken pipes. Home-improvement sell strapping kits.



#### GAS

- ☐ **All occupants should also know how and when to turn off the gas.** If you smell gas after an earthquake or other emergency, shut off the meter valve found at the first fitting on the supply pipe coming out of the ground. Use a wrench to turn the valve either way until it is perpendicular to the pipe. Keep a wrench attached to the gas meter with a wire. Call the gas company to get service restored.



## FAMILY

Emergency meeting place:

Out-of-state contact, phone number:

Insurance company and phone numbers:

Insurance policy numbers:

Driver's license numbers:

## NEIGHBORHOOD

Neighbor's names, phone numbers:

## UTILITY COMPANIES

Electricity:

Water:

Natural gas:

Phone:

## EMERGENCY

**Call 911 in life-or-death situation**

Doctor's phones:

Pharmacy phone:

Police nonemergency phone:

Fire nonemergency phone:

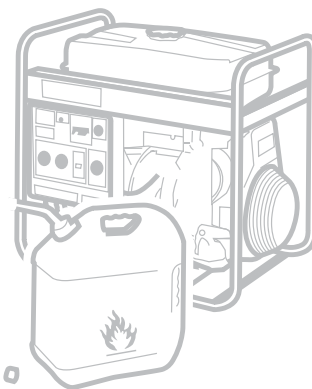
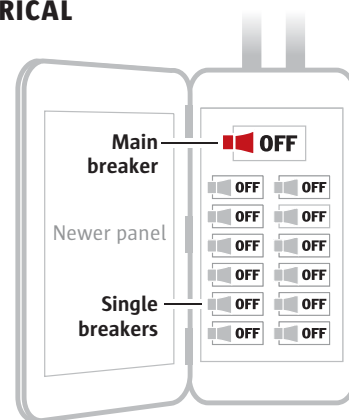
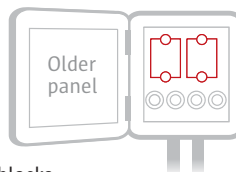
Closest emergency room, address:

## OTHER

## ELECTRICAL

☐ **Learn how to shut off the electricity:** Turn off single breakers first, then switch off the main breaker. To turn back on, switch the main breaker first, then the single

breakers. On older panels, pull the main fuse blocks.



☐ **Buy a portable, gas-powered generator** for emergency electricity. Only appliances that can use extension cords should be attached to a generator. A 2200-watt unit can power a refrigerator and several lamps. Keep fuel in a safe, protected container.

## HOUSEHOLD ITEMS

☐ **Place flashlights in hallways, bathrooms and bedrooms.** Keep a flashlight, spare batteries and sturdy shoes under the bed. (Shoes will protect you from broken glass and other debris on the floor.)

☐ **Evaluate each room.** Ask yourself: If the home began shaking, what would fall?

☐ **Secure appliances, bookshelves and hutches** to wall studs. Mirrors should be hung on double hooks; do not lean them against the wall.

☐ **Place heavy objects and electronic equipment on lower shelves.** Use large Velcro patches or nonskid rubber shelf liner to help keep items from moving around too much. Place a beanbag of sand or shot in the bottom of vases and other breakable items to help hold them down.

☐ **Use plastic, not porcelain** hanging planters.

☐ **Store household chemicals safely, preferably on or near the floor.**

## Resources

**Federal Emergency Management Agency (FEMA):**  
[www.fema.gov/areyouready/](http://www.fema.gov/areyouready/)

**Washington Emergency Management Division:**  
<http://emd.wa.gov/>

**Seattle Emergency Management:**  
[www.seattle.gov/emergency\\_mgt/](http://www.seattle.gov/emergency_mgt/)

# Supplies you need

Experts suggest having three emergency kits: one at home, a small one at work, and a few basic supplies in the car, especially for winter. Pick up a few items on the list every time you go shopping.

## FOOD, WATER

- ☐ **One gallon of water per person per day** (Try to store a week's supply. Do not use milk jugs; 2-liter pop bottles can be used if they are thoroughly cleaned and filled to the top.)
- ☐ **A backcountry water-filtering device or a bottle of unscented liquid chlorine bleach to purify water** (16 drops per gallon or 8 drops per 2-liter bottle right before you use it, NOT before you store it)
- ☐ **Nonperishable food**
- ☐ **Can opener**
- ☐ **Pet food**

## FIRST AID, HYGIENE

- ☐ **First-aid handbook**
- ☐ **Bandages** in a variety of sizes, gauze, bandaging tape, surgical gloves
- ☐ **Portable supply of prescription drugs** and copies of prescriptions
- ☐ **Backup of special supplies** you regularly use, such as oxygen tanks or hearing-aid batteries
- ☐ **Moist towelettes**
- ☐ **Toilet paper**
- ☐ **Baby and feminine-hygiene items**

## SHELTER/CLOTHING

- ☐ **Camp stove and fuel** (Never use them indoors.)
- ☐ **Sleeping bags or blankets**
- ☐ **Sturdy shoes**
- ☐ **Hat**
- ☐ **Boy Scout Handbook** for basic "how-to" instructions

## TOOLS

- ☐ **Flashlight**
- ☐ **Portable radio**
- ☐ **Extra batteries**
- ☐ **Multipurpose pocketknife**
- ☐ **Crowbar**
- ☐ **Handsaw**
- ☐ **Sledgehammer**
- ☐ **Work gloves, goggles, dust masks**
- ☐ **Rope**
- ☐ **Plastic sheeting or tarps**
- ☐ **Duct tape**
- ☐ **Fire extinguisher** with ABC rating (Keep instructions on the canister.)
- ☐ **Candles**
- ☐ **Waterproof matches**
- ☐ **A loud whistle** (one for each family member) to signal for help
- ☐ **Documents**
- ☐ **Photocopies of credit cards**, driver's licenses, birth certificates, bank information and account numbers, other official identification

## UPKEEP

**Store the items in plastic boxes** that are waterproof and pest-proof. Stash emergency supplies near your front door or in your bedroom, somewhere you can easily grab them on your way out in an emergency. Don't keep supplies in the basement or other areas not easily accessible.

**Replenish kits annually** when you reset your clocks at daylight-saving time. Toss outdated food and cans that are dented, rusty or swollen. Restock as family's needs change.

# How to survive a disaster

Personal safety should be your first concern. Review these survival tips with family, friends and neighbors, and make sure you're prepared to spend a week without outside help.

## During

### Indoors

■ **In case of an earthquake, get under a sturdy table or desk.**

Cover your head and face to help prevent injury from glass and debris. Hold onto a leg of the furniture piece and be prepared to move with it if the shaking is severe.

■ **If there is no suitable table or desk, move away from windows** and lie down beside a sturdy piece of furniture, such as a sofa or bed, and cover your head and face. Avoid objects that could fall.

■ **Don't go outside or use stairs or elevators** until the shaking stops. Falling debris is a major cause of quake-related injuries.

■ **In a crowded public place such as a store or stadium,** do not rush to the exit. Stay inside until the shaking stops. If you're sitting, get down on the floor next to your seat. If standing, move away from objects that could fall, such as shelves.

### Outdoors

■ **Move to an open area,** away from cliffs and steep embankments where there might be falling debris or a landslide. Get away from riverbeds; a major quake could send large amounts of water and mud downstream.

■ **If you are near a body of water,** move to high ground to escape a potential tsunami, a wave caused by water displaced from the quake. If the epicenter is nearby, you could have only a few minutes before such a wave would hit.

■ **If you are on foot near tall buildings,** duck into a doorway to avoid falling glass and debris.

### In transit

■ **If you are driving,** stop your vehicle away from buildings, bridges and utility lines and stay inside until the shaking stops. Turn on your car radio to find out what routes are open before proceeding, and beware of hazards such as potentially weakened bridges and downed power lines.

## After

### Check on everyone

■ **Provide first aid** and a safe place for anyone who is injured or very upset. Check on and help neighbors.

■ **Call 911** or other emergency phone numbers only if injuries are serious or the situation is life-threatening. Phone lines will be jammed, and unnecessary calls can hamper rescue efforts.

### Assess your surroundings

■ **Check for hazards** such as fire, leaks, chemical spills and precarious structures. Natural-gas companies ask customers not to turn off their gas service at the meter unless they smell or hear a leak. If you smell gas coming from inside your home, call your gas company from a phone outside. It's important not to touch electric switches or use the telephone until the situation is corrected. Only the gas company can restore service.

■ **Plug appliances into a generator directly** or with extension cords. Never plug a generator into a household outlet because power can flow back to the utility's main system and injure utility workers trying to restore power. Always run generators outdoors to prevent buildup of toxic fumes.

■ **Turn on the radio.** In the case of an emergency that displaces many people, shelter locations will be announced.

### Stay warm in cold weather

■ **If the chimney is intact,** use your fireplace, burning seasoned wood with the damper open. Do not use the oven as a heat source. Never use a barbecue or hibachi indoors; charcoal produces toxic fumes that can quickly kill.

■ **Close off rooms that aren't being used.** Close drapes and doors to prevent drafts.

■ **Fill portable heaters outdoors** and store fuel outside in a proper container. Ventilate kerosene heaters. Keep heaters away from curtains, blankets and clothing, and always turn off space heaters before going to bed.

■ **Dress children and the elderly warmly,** in layers, with their heads covered.

■ **Give pets food,** water and dry shelter. Keep them away from antifreeze.

■ **Turn off all appliances** except the refrigerator and one light. This prevents a power surge when power is restored.





## Gather water

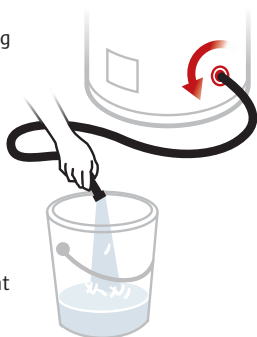
■ **Be prepared to treat, filter or boil contaminated water.**

■ **Use hot water sparingly.** Most water heaters can retain heat for three days.

■ **If the water supply is cut off**, drinking water is still available in your home in water heaters, in-house plumbing and melted ice cubes.

■ **Use a hose to get drinking water** from your water heater's drain valve in an emergency. It will be cloudy at first but will clear up after a few gallons.

■ **If pipes break or leak**, turn off water at the shut-off valve inside your home.



## Call for help

If phone service is available, give your out-of-state contact an update on your situation. If service is spotty, ask your contact to call your insurance company if necessary, and to call your family and friends who may be worried about you.

## Prepare food

■ **If you have a wood stove with a flat top** and an undamaged chimney, you can cook on it.

■ **If the electricity is out**, open the refrigerator and freezer doors only when necessary. Eat refrigerated food first, frozen food next and dried or canned food last.

■ **Refrigerated foods** should be OK for about eight hours, holding a temperature of 40 degrees, unless the door is opened often. If the power comes on within the eight hours, anything with an "off" odor should be thrown out.

■ **Food in a freezer** of 12 cubic feet or more should stay frozen for 48 hours if the freezer is full and the door kept closed; that food will keep safely cold for up to 72 hours. Frozen food that has completely thawed — especially vegetables and dishes containing meat, fish, eggs, cheese and cream sauce — should be tossed out because of possible bacteria growth. If the freezer temperature is higher than 40 degrees, throw out all food.

KRISS CHAUMONT / THE SEATTLE TIMES

## Emergency contact card

Clip this contact card, fill it out and distribute copies to your family

Cut along dotted line

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other important phone numbers and information:

Fold here

### Family communications plan

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

OUT-OF-STATE CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_

MEETING-PLACE TELEPHONE: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES

Cut along dotted line

THE SEATTLE TIMES

# Contact Information

[www.cityofshoreline.com](http://www.cityofshoreline.com)

## **Shoreline City Hall**

17544 Midvale Avenue N.  
Shoreline, WA 98133-4921  
(206) 546-1700  
Fax (206) 546-7868

## **City of Shoreline Emergency Management Coordinator**

Gail Marsh  
(206) 546-7873  
gmarsh@ci.shoreline.wa.us

## **Shoreline Fire Department Public Information Officer**

Melanie Granfors  
(206) 533-6564  
mgranfors@shorelinefire.com

## **Westside Neighborhood Police Ctr.**

Officer Leona Obstler  
624 NW Richmond Beach Road  
Shoreline, WA 98177  
(206) 546-3636

## **Eastside Neighborhood Police Ctr.**

521 NE 165th St.  
Shoreline, WA 98155  
(206) 363-8424

## Utilities

### **Cable**

Comcast (877) 824-2288

### **Electricity**

Seattle City Light (206) 684-3000

### **Garbage/Recycling**

Waste Mngmt. NW (425) 481-1100

### **Natural Gas**

Puget Sound Energy (888) 225-5773

### **Sewer**

Ronald Wastewater (206) 546-2494

### **Telephone**

Qwest (206) 244-1111  
Verizon (800) 483-4000

### **Water Service**

Seattle Public Utilities (206) 684-5800  
Shoreline Water District (206) 362-8100

# Emergency Preparedness Community Education Programs

## **Continued from page 1**

ness Watch News and monthly Burglary Crime Maps and Crime Summaries. Business Watch information is available on the Police page at [www.cityofshoreline.com](http://www.cityofshoreline.com) and at Shoreline Police Neighborhood Centers.

## **Ready Business**

Businesses can become "Ready" too. Learn how to minimize the risk of injury to employees and loss of business during a disaster with the help of workplace emergency kits and a business continuity plan. Contact: Shoreline Emergency Management Coordinator Gail Marsh.

## **Citizen Emergency Response Team (CERT)**

The Shoreline Fire Department and the City of Shoreline offer two Citizen Emergency Response Team (CERT) trainings each year. Gain knowledge and develop skills that can be used during an emergency such as light search and rescue, fire safety, disaster psychology, medical operations and homeland security

issues. Contact: Shoreline Fire Public Information Officer Melanie Granfors.

## **Earthquake Retrofit**

The Home Retrofit Class teaches homeowners how to determine if their homes qualify for the standard earthquake retrofitting plan. To register, call the Seattle Project Impact Regional Home Retrofit Line at 1-877-2-BOLT-IT for information on these free two-hour classes.

## **3 Days 3 Ways**

This King County community education plan encourages everyone to be prepared to take care of themselves and their families for at least three days in the event of a disaster. Go to [www.3days3ways.org](http://www.3days3ways.org) to learn how to build a kit, make a plan and what kind of training may be of help during an emergency.

Visit the Emergency Management page of the City of Shoreline Web site [www.cityofshoreline.com](http://www.cityofshoreline.com) for a list of Web sites with detailed information about how to prepare for a disaster.

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