



Personal Emergency Preparedness

Public safety agencies and emergency service providers are dedicated to saving lives, preserving the peace, and protecting property and the environment. This mission can be accomplished only with the public's participation and with the involvement of civic and faith-based organizations, private businesses, and the news media. Most critical to your safety and our mutual successes is the realization that emergency service agencies and government can only do so much. And the bigger the emergency, the less government will do for individuals. Your support and personal preparedness are critical for the protection of you and your family.

There are things you should do to be prepared for an emergency. It may be some time before emergency responders can reach you, and if the emergency is wide scaled or if there are simultaneous emergencies, it could be days before you receive help. You will be better prepared by doing the following:

- Prepare an emergency supply kit for your home and your car.
- Have enough food and water to take care of yourself and your family for at least three days, but rations for seven days is best.
- Participate in community and family emergency preparedness planning by learning CPR, first aid, and by developing a family emergency plan.
- Establish "buddy systems" to assist your neighbors, especially the elderly and those with special needs. Neighbors helping neighbors can do more than government.
- Television and radio are the most reliable sources of warnings and current information.
- Stay in your home unless instructed to evacuate.
- Do not go out of doors until it is safe. Leave windows and doors closed. Seal fresh air intakes when possible. Your furnace requires fresh air and do not block that.
- Do not use kerosene, propane heaters, barbeque grills or charcoal indoors. They will consume all of the oxygen.
- Never store gasoline indoors, or in unapproved containers.
- Have a battery-powered radio, flashlight, extra batteries and candles.



- If you cannot take care of yourself, plan to stay with someone, or plan to have someone come to you.
- Plan for the care for your pets.
- Keep your car's fuel tank at least half full.
- Be prepared to leave your home on short notice by having a list of what you will need.

Important Documents

Be prepared by having copies of your important papers together in one place that you can take with you if you must evacuate. Remember, in a large scale emergency computer networks will be down, banks will be closed and government support agencies will be overwhelmed.

- Birth and death certificates.
- Citizenship papers.
- Marriage license, divorce decree, alimony decree, and child support records.
- Social security card.
- Religious records.
- Deeds, titles, mortgages, and other proof of assets owned.
- Insurance policies.
- A bank statement, credit card statement, and other financial statements.
- Last tax returns.
- Educational records.
- Eligibility records for programs such as welfare, WIC, and Medicaid.
- Military records.
- Wills, power of attorney, and advanced health care directives.

Family Emergency Plan and Contact List

Before an emergency happens, decide how you will contact each other and where you will meet if you are apart when the emergency begins. Identify people who live out of town with whom to leave messages for one another. Enter into all the family's cell phones the emergency contact list. Discuss together your family's plan. Everyone should know about the emergency supply kit, meeting places, contact lists, what to do for the different types of emergencies. Family members should carry an emergency notification card with name, family members to contact, addresses, phone numbers, and medical information.

How You Will Be Informed of an Emergency

Prior to, during and after an emergency, you may be notified by any of the following methods:

- Local broadcast media announcements



- Cable television announcements
- Tone alert and tone alerting NOAA weather radios
- Telephone calls and notification systems
- Door-to-door notification by emergency services
- Emergency vehicle public address systems

What You Should Do If You Are Alerted to an Emergency

- Stay calm
- Go or stay indoors and tune to local radio and television stations
- You may be alerted to an in-progress event or a potential situation. Instructions will be given when official information is available and messages will be repeated as necessary.
- Limit use of your telephone and do not call "911 for information.

Evacuation

If told to "PREPARE-TO-EVACUATE"

- Do not leave your home at this point.
- Stay tuned to local radio and television for further instructions.
- Prepare your home by turning off small appliances, faucets, lights, and air conditioners, and turn down the furnace.
- Lock windows and doors.
- Check your "Emergency Supply Kit" keep it close at hand.

If directed to "EVACUATE"

- An evacuation will be ordered when officials believe there is time to safely evacuate.
- Local officials will specify which areas of the community must evacuate.
- If the evacuation order applies to you, leave your area as instructed.
- If there is time to designate emergency shelters, officials will advise their locations.
- Use one car per family. IF related to a hazardous materials incident, close car windows and vents.
- Listen to the car radio for traffic information.
- When evacuating, take only your emergency kit, important papers, and necessities.
- If you leave pets, they will need adequate food and water.
- If the emergency involved an airborne hazardous material, open windows and doors when you return and stay outside until the building is well ventilated.
- Go to the schools to pick up your children only when instructed to do so. The Boulder Valley School District has plans for evacuating students.

What You Should Do When Told to "SHELTER-IN-PLACE**" for a Hazardous Materials Emergency**

- Bring your family and pets inside the house and remain there.
- Turn to local radio and television and listen for Emergency Alert System (EAS) information, instructions and updates.
- Close all windows and doors in your home.
- Turn off anything that will draw outside air into the house; air conditioners, outside vents, fans and heating systems.
- Close fireplace damper.
- Do not call "911" for information.
- Go to the highest room above ground with the fewest windows and doors.
- For hazardous materials events, do not shelter in the basement.
- Keep your Home Emergency Supplies Kit with you.
- If necessary, place damp towels in the cracks under doors. Tape around doors, windows, and exhaust fans or vents. Use plastic to cover windows, outlets and heat registers.
- When local authorities announce the end of the emergency, ventilate your home.
- Children at schools will be sheltered there and parents should not go to schools unless advised to do so.

Emergency Supply Kit

The following are recommended, but your kit depends upon your needs and capabilities.

- Water, one gallon of water per person per day for at least three days. The hot water tank is a good source of clean water.
- Non-perishable food for at least three days
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps, paper, pencil
- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important papers in a waterproof container
- Cash or traveler's checks



- Emergency reference material such as a first aid book
- Sleeping bag or blankets for each person
- Change of clothing appropriate for season and weather
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire extinguisher
- Matches in waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, utensils, and paper towels.

For More Information

The American Red Cross
303.772.7474
www.redcross.org

Federal Emergency Management Agency
202.646.4500
www.fema.gov/areyouready

Colorado Division of Emergency Management
720.852.6600
<http://www.dola.state.co.us/dem/index.html>

Office of Emergency Management – Boulder County Sheriff's Department
303.441.3884
<http://www.bouldercounty.org/sheriff/oem/plan.htm>

University of Colorado Emergency Response Plan
<http://www.colorado.edu/safety/response.html>

Boulder Valley School District
303.448.1010
www.bvsd.org

Louisville Police Department
303.666.8633
<http://www.louisvilleco.gov/SERVICES/Police/tabid/184/Default.aspx>

Louisville Fire Protection District
303.666.6595
www.louisvillefire.com

World Health Organization (WHO)
www.who.int