

CITY OF EDMOND
PERSONAL EMERGENCY PLAN

prepared by the Edmond Office of
EMERGENCY MANAGEMENT
for the citizens of Edmond, Oklahoma

in cooperation with the following groups and departments:

Edmond Fire/Rescue
Edmond Police Department
Edmond Central Communications
Edmond Administrative Services
Edmond Building Services
Edmond Electric

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introduction

This document is the result of many hours of study and effort to better prepare the citizens of Edmond for potential disaster or the threat thereof, whether from natural or manmade sources. It is our firm belief that the City of Edmond is not prepared to deal with an emergency incident until each individual and family is also prepared.

This document is designed and intended to provide the citizens of Edmond with a comprehensive, yet usable guide for planning and dealing with the consequences of an emergency incident involving a single individual, or the entire City. The information provided is not intended to be all-inclusive, but to serve as a guide for effective planning and preparation activities.

Each individual and family must take responsibility for critical emergency planning. As these individual plans are developed, neighborhoods, regional areas and eventually entire sections of our City will become better prepared, thus increasing the overall preparedness level for our homes and families, and allowing City of Edmond resources to be utilized in the most effective and efficient manner.

I. PERSONAL PLANNING DOCUMENT

The following questions should be completed prior to an emergency situation in order to provide potentially life-saving information for use during stressful periods. This information should be periodically reviewed and updated as necessary.

OUT OF TOWN/STATE "FAMILY CONTACT:"

Name _____ Phone () _____

Address _____

NEAREST RELATIVES OR FRIENDS CONTACT INFORMATION:

Name _____ Phone () _____

Address _____

Name _____ Phone () _____

Address _____

Name _____ Phone () _____

Address _____

Name _____ Phone () _____

Address _____

PHYSICIAN CONTACT INFORMATION:

Name _____ Phone () _____

Address _____

Name _____ Phone () _____

Address _____

Name _____ Phone () _____

Address _____

MEDICATIONS

Name _____ Prescription # _____

Pharmacy Name _____ Phone () _____

Name _____ Prescription # _____

Pharmacy Name _____ Phone () _____

Name _____ Prescription # _____

Pharmacy Name _____ Phone () _____

Name _____ Prescription # _____

Pharmacy Name _____ Phone () _____

**PHYSICAL/MEDICAL HISTORY OR PRE-EXISTING
CONDITIONS:**

SUPPORT GROUP CONTACT INFORMATION:

Organization Name _____ Phone () _____

Address _____

Organization Name _____ Phone () _____

Address _____

VEHICLE INFORMATION:

Year/Make/Model _____

Vehicle ID # _____ Tag number _____

Year/Make/Model _____

Vehicle ID # _____ Tag number _____

VETERINARIAN INFORMATION:

Name _____ Phone () _____

Address _____

ANIMAL BOARDING INFORMATION:

Name _____ Phone () _____

Address _____

UTILITY SHUTOFF LOCATIONS:

Electric Panel _____

Gas/Propane Meter/Valve _____

Water Meter/Valve _____

Additional Notes:

II. VULNERABILITY ASSESSMENT

A. City of Edmond

In order to properly plan for situations that could potentially cause interruption of "normal" life and the provision of public services, the City of Edmond periodically performs activities designed to identify our vulnerabilities, threats or risks. This is accomplished by conducting a threat assessment or vulnerability assessment, which is simply designed to identify those situations or circumstances that pose a potential threat to our community and a "normal," consistent lifestyle.

Using the expertise and experiences of employees from various departments, including public safety, public works and City administration, a list of critical infrastructure and service-related sites and activities within the City of Edmond was developed. These sites were then ranked according to their importance to our City and region, the ease of which they could be compromised or rendered unavailable for use, and the impact their being compromised would have on the services and safety of the City of Edmond.

The results of this evaluation and assessment now provide an important basis for infrastructure protection and prioritization planning efforts.

B. Personal

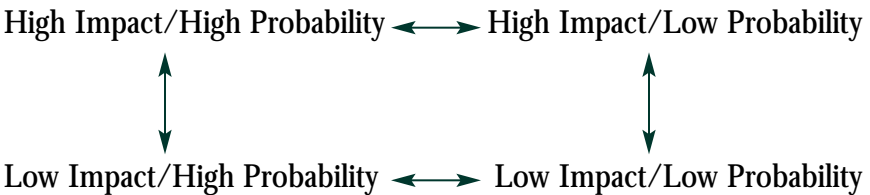
In most cases, personal vulnerabilities or threats will somewhat mirror those identified for the City of Edmond, as presented in this document, possibly with additional items or issues of a more personal nature. Each person or family should perform a personal vul-

nerability assessment to identify and plan for situations that may pose a significant threat to them, or cause them to be displaced or to suffer extreme inconvenience.

Begin by reviewing the list of threats or vulnerabilities identified for the City, and evaluate how those situations would affect you and/or your family. Additional factors of a more personal nature, such as special needs, mobility issues, health factors, communication barriers, etc., should then be added to your personal/family list.

As was done for identified threats or vulnerabilities for the City, evaluate each issue identified based on the "Impact and Probability" model below. This is the common sense process of rating or determining the intensity of two factors for each identified issue by asking the two primary questions:

1. What is the probability of this situation actually occurring?
2. What impact would this situation have on me and/or my family if it occurred?



It is critically important that our greatest efforts and resources are "spent" or expended planning for, or protecting ourselves from the issues identified as having the greatest potential impact and probability of occurrence.

EXAMPLE: If evaluating and comparing the affects of a hurricane and tornado, the probability of a hurricane causing significant challenges would be viewed as remote or low probability, while the proba-

bility of a tornado causing negative consequences is somewhat higher. When evaluating the impact of the same two events, again, the affects of a hurricane would likely be nothing more than potentially heavy rains, while a tornado could potentially destroy my home and completely disrupt all sense of normalcy. A hurricane would be seen as "low probability," and "low impact, while a tornado would be "high impact," and "high probability." A tornado would obviously rank much higher on the priority list than would a hurricane.

It should be remembered that the threats or vulnerabilities may change based on a variety of variable factors. As these issues change, our planning and preparation efforts must also be revised.

Additional Notes:

III.

INFORMATION ACCESS & PROVISION

During an emergency situation or threat affecting large or multiple areas of the City, you are strongly advised not to call 9-1-1 unless you need immediate assistance with a potentially life or property-threatening situation.

Emergency resources, including communications personnel and telephone circuits must be kept available to deal with the emergency situation, not calls requesting information or of a non-emergency nature.



If you need to contact the City of Edmond Communications Center with a non-emergency question or for information, please call 359-4494.

Several methods of obtaining emergency information are available for use within the City of Edmond and the surrounding area. These systems are typically one-way, in that they are designed for the provision of information **to the citizen's, from the City or other related organization's.** It is imperative that all instructions provided through these systems are followed. Failure to follow instructions or to heed the warnings or other information presented may result in increased danger to you or your family. These instructions are also a component of a City-wide Emergency Operation Plan for handling various threats and situations. Failure to follow instructions or to heed the warnings or other information presented may cause compromise in the citywide plan, thus increasing the danger to all citizens.

Be aware of others in your neighborhood or area that may require special assistance or because of various situations or limitations, may not be aware of warnings or information being presented.

The City of Edmond currently utilizes several independent systems or methods for the provision of information to the public related to situations or threats, which may be present. These systems include:

A. Emergency Notification System

The Emergency Notification System is a computer-based system, which utilizes multiple out-going telephone lines for the distribution of potentially critical or life-saving information. Should a hazard or threat be identified, a geographic region or portion of the City is selected and a message providing basic information or instruction is recorded. This is followed by system activation and the provision of the recorded message to the selected area. Should a large-scale situation be present, those more severely threatened, or closest to the incident will be notified first.

It should be understood that this system is primarily used for situations where the threat is identified and typically determined to involve a specific area. Unless a secondary threat is presented, such as a large natural gas leak or other significant threat, this system will more than likely not be utilized for severe weather issues. Specific severe weather threats are simply too widespread to be pinpointed to a specific neighborhood or area. However, the Emergency Notification System is sometimes used to notify multiple-occupancy sites (nursing homes, assisted living centers, daycare centers, schools, etc.) of our area being placed in a Tornado Watch, advising those locations to initiate their on-site Severe Weather Plan.

Following are some additional examples of when the Emergency Notification System may be activated:

- Hazardous Materials release (transportation accident, train

derailment, pipeline rupture, etc.)

- Lost or missing person (child, disoriented or handicapped person, etc.)
- Dangerous criminal activity (sniper, criminal act in progress potentially affecting multiple people/homes/sites, etc.)

B. Cable Television Interrupt

Based on a cooperative agreement with Cox Communications, Edmond Emergency Management has the capability of interrupting Edmond cable television service for emergency announcements. Certain inherent limitations are evident when utilizing this method, such as having the television on and being a cable subscriber, however, when used in concert with other methods, the combined effort is designed to provide the greatest possible delivery of important information.

C. Outdoor Warning Device System

The City of Edmond currently operates twenty-four (24) Outdoor Warning Devices (often called storm sirens), placed in various locations throughout the populated areas of the City. Should the City of Edmond be placed in a Tornado Warning, and evidence that tornadic activity is actually threatening, this system will be activated.

Should the Outdoor Warning Devices be heard, with the exception of routine testing at noon on the first Saturday of each month (weather permitting, i.e. no rain or storms in the area), you are strongly encouraged to immediately seek shelter. System activation indicates an imminent threat and there is not time to drive to a different location. Hopefully you will already be aware of approaching





severe weather and will be monitoring local conditions.

It is important to understand that the City of Oklahoma City also has a similar system, consisting of over 185 such devices distributed over a large geo-



graphic area, including some installations very close to the City of Edmond. Should Oklahoma

City activate their system, especially if the tornadic activity is on the south side of Oklahoma City, a false alarm scenario for the City of Edmond could be created. It is important to monitor local weather conditions via various local broadcast media so you will be aware



of any potential threat specific to Edmond.

D. Broadcast Media

In regards to broadcast media, the City of Edmond is fortunate in that we are part of a larger metropolitan area which includes multiple television and radio broadcast stations. In the event of threatening conditions, whether from natural or manmade hazards, local broadcast media will play a significant role in providing emergency information and instructions to all citizens. It should be stressed to utilize “local” media, as cable television and the internet are now capable of providing information from anywhere in the world. However, to obtain specific information related to our area, in a timely manner, “local” media sources must be utilized.

E. Internet

The world-wide web, or internet, is the fastest growing, most diverse and rapidly accessible information source in the world, however, because of the time factors involved in “posting” information to a

website or to compose and send a so-called “emergency e-mail,” these forms of information dissemination are typically not as effective during a true, time-sensitive emergency situation. Websites are very good sources of information, particularly when related to research or data archives, but should not be a sole source of emergency or potentially life-saving information.

F. Programmable Weather-Alert Radios

One of the single most important tools in maintaining awareness of potentially severe or threatening weather conditions is the Programmable Weather-Alert Radio. These radios provide several distinct enhancements or benefits to the user, including a built-in battery back-up power supply, allowing the radio to stay in operation during normal power interruption. Because of the inherent nature of severe weather, power interruption is obviously possible.

A second strength of the Programmable Weather-Alert Radio is the specific programming of regional radio frequencies. This specific programming, called Specific Area Message Encoding, or S.A.M.E. technology, allows the radio to receive weather-related watches and warnings (see Section V.B., Watches & Warnings) as issued by the National Oceanic and Atmospheric Administration (NOAA), for a specific area or region. This greatly reduces the chances of receiving false alarms or information, which may not be relevant for the area in question. In other words, a resident of Edmond would not receive information related to watches or warnings issued for areas many miles away.

Programmable Weather-Alert Radios are available from local electronics retailers, building material retailers or variety stores such as Wal Mart, Target, Lowe's, Home Depot, etc.

G. Door-to-Door

Depending on the urgency and type of situation, authorities may

provide information by going door-to-door, or through the use of public address (PA) systems on emergency vehicles.

H. Important Documents

The ability to access or recover important documents during or following a disaster is of critical importance, especially if your home has been damaged or destroyed. Copies of important documents kept in your home should be stored in airtight, waterproof, fire-resistant containers, possibly in your Disaster Supply Kit. Originals should be stored off-site in a secure location, protected from adverse conditions.

Examples of important documents could include:

- Insurance Policies
- Deeds and Titles to all property and vehicles
- Contracts
- Stocks and Bonds, and other investment-related information
- Will
- Passport
- Social Security Card
- Immunization Records
- Medication Information
- Medical Records
- Bank Account Numbers and information
- Credit Card Numbers and contact information
- Inventory of valuable or important household items (include photos)
- Family Records (birth certificates, marriage license, death certificates, etc.)

Should valuable documents be misplaced, stolen or destroyed, the following information may prove valuable in securing replacement copies:

**Birth & Death Records
in Oklahoma**

1000 NE 10th Street Rm.111
P.O. Box 53551 Oklahoma City,
OK 73152
405/271-4040

Marriage Records in OKC

321 Park Avenue
Oklahoma City, OK
405/236-2727

If you're needing to replace birth certificates and marriage licenses, a good resource is the County offices in the County where the event took place.

Social Security Office

Shephard Mall • 23rd & Villa
2615 Villa Prom
Oklahoma City, OK 73107
405/605-3000

Oklahoma Drivers License
3600 North Martin Luther King
Oklahoma City, OK. 73111
405/427-8621

Or contact the local
testing center:

Drivers License Testing Center
28 East Main Street
Edmond, OK 73034
405/341-4930

I. Protect Your Data/Computer

1. Software and Data

Storing backup copies of all software and important data in a safe, off-site location is highly recommended. For backup, emergency evacuation or relocation purposes, these copies should be made in advance, not when a potential threat is approaching. Make a checklist of important files and file extensions. If your data is kept in well-organized folders such as "My Documents," this process will be simplified and can be per-

formed rapidly. If available, consider using WinZip to safely compress files and to maximize available storage space.

Sample Checklist (not complete):

- Documents (.doc, .txt)
- Financial Information (Quicken- .Q???, many different files may be utilized, Microsoft Money- .mny)
- Photographs (.gif, .jpeg, .tiff, .pic, .pict)
- Spreadsheets (.xls, .xlw)
- Bookmarks: In *Netscape*, C:\Program Files\Netscape\Users\default[or your user name]bookmark.htm; In *Internet Explorer*, C:\WINDOWS\FAVORITES
- Saved games (depends on your games, check your game directory on the hard drive)
- Address book for your email program. In most applications, the EXPORT option is under the File menu. Export your address book to available storage media, or to available free e-mail accounts.
- Network and ISP information. Print your IP address, mail servers, username, and passwords and keep in a safe place.
- System summary of your hardware. Right-click on My Computer, go to Properties, click the Device Manager tab, then press the Print button. Choose All Devices and System Summary. If all else fails, you will know what you had if it must be left behind, and it could be helpful information for insurance purposes.
- Software registry and license numbers. If you can not find the install CD's, open the programs needing to be "backed-up." Click on Help, then About This Software. You should be able to find the registration/serial number. Some software programs only show a reference OEM number here. You may have to locate the original documentation or CD case to obtain the serial number.

It is wise to collect and record all software registration and serial number information well in advance of an approaching problem or situation. Even if the original CD's are lost or destroyed, properly registered software may possibly be replaced by the manufacturer, if you have proof of ownership. It is important to register all software and keep a list of the serial numbers.

The use of CD media for storage of backup information and software is recommended as no special drivers or hardware are required to place the information on another computer. Free on-line storage space is also available on the Internet and is typically a safe and dependable option as you will be able to access your information without any special hardware or media. Again, using ZIP files for data compression is recommended in order to maximize available storage space.

If you are limited to the use of floppy disks for creating backups, compress (Zip) all data and organize it into categories for easy retrieval. Disks should be stored in sealed containers or plastic bags. CD's should be stored in a soft, CD folder case of some type along with necessary serial numbers and other documentation. Consider protecting the CD case with Scotch Guard or some other water-repellent prior to inserting the CD's.

2. Computer Hardware

Check with your insurance carrier and make certain your computer is covered on homeowners or other insurance policies. Record all equipment serial numbers, model numbers, and other important information and keep in a safe location with other important documents. It is also a good idea to photograph all equipment (and other household items) and store the photographs in a safe, off-site location.

A full-service uninterruptible power supply (UPS) with power conditioner is also recommended for the protection of valuable computer or electronic equipment. A UPS can serve as both a surge protector and an emergency power supply. Connect the CPU and monitor, and everything else where space allows, including the phone line, into the UPS device. A surge through a phone line can destroy sensitive equipment as easily as a surge through an electrical outlet.

When severe weather or other potential power-interrupting situations are approaching or expected, all computer equipment (and other sensitive electronic equipment) should be unplugged, including the modem from a phone line or cable. This will protect sensitive and often valuable electronic devices from the affects of lightning, power surges, spikes, "brown-outs," and other weather or power-related damage.

If you must evacuate and have the time and opportunity to take computer equipment with you, take the CPU first, as it is the most important component and "houses" your software and data. Peripherals can be easily replaced, and the monitor is often too large and heavy to facilitate easy removal. Wrap the device (s) in multiple plastic trash bags, being certain to tape all bag openings tightly closed to help prevent the entry of dust, moisture, or other contaminants.

IV. PLANNING FOR THOSE WITH SPECIAL NEEDS

This section, much like the entire document, will require special planning and what might be thought of as a "Mini-Needs Assessment," related to the specific needs of someone who may experience physical or mental challenges, or other factors causing them to have "special needs" in addition to those experienced by other family members. While these needs may be the result of a variety of conditions or situations, they none-the-less will require special planning and attention. Some generalized areas are presented below:

A. Senior Adults

This portion of our population generally can provide a wealth of experience and information. In many cases our seniors will provide the direction and stability necessary to assist others with guidance and support during difficult or challenging situations.

1. General

Seniors are encouraged to develop partners, teams or other networks to assist with emergency precautions or actions. This may include a family member, neighbor, friend, or others, but should provide accountability and easy access to assistance.

- Have a clearly written and prepared plan for evacuation or relocation in the event of an emergency, including transportation assistance. Have your plan reviewed by a family member, caretaker or other responsible party.
- Develop a "communications partner" who will contact you in the event of a known problem in your area, or whom you can contact.

- Include home health care workers or other medical professionals in your plan.
- Advise your partners or team members of the location of your disaster supplies and personal information.
- If you use specialized equipment of any type (electric wheel chair, oxygen equipment, etc.), train your partner or other team members in proper use of that equipment. Include spare parts (when appropriate) in your disaster kit.
- Make sure your name is clearly indicated on any specialized equipment such as wheelchairs, canes, walkers, medical equipment, etc.
- Keep a list of manufacturers, vendors, serial and model numbers, etc., of all specialized equipment. Include this list in your disaster kit.
- Keep an updated list of all utilized medical providers (with contact information), emergency contacts, insurance information, etc., in your disaster kit.
- Keep an updated list of medications, medical history, advanced directive, DNR and other pertinent information in a plastic sleeve on your refrigerator door and a separate copy in your wallet or purse.

2. Crime Prevention

Statistically speaking, as people grow older, their chances of being victims of crime actually decrease. A lifetime of experiences added to the physical problems associated with aging sometimes makes older citizens fearful, but senior citizens are more likely to be the target of fraud and various “con games.”

It is important to not give out credit card, bank account or social security numbers over the phone, or to a person or company you do not know. Have a friend or family member verify or review business dealings, particularly those involving large sums of money. A good rule to remember is, *“if it sounds too good to be true, it probably is.”* For information on a company or individual you suspect of fraud, contact the Better Business Bureau of Central Oklahoma at (405) 239-6081.

When traveling, stay in groups of at least two or more and avoid nighttime excursions, again unless in a group setting. Use public transportation or travel with organized groups or tours. Have personal vehicles checked for operational dependability and safety before leaving town.

Additional tips include:

- Be aware of your surroundings at all times.
- If possible, always travel with a family member or friend, even on routine errands.
- Whether you are a passenger or driver of a vehicle, always keep the car doors locked.
- Always carry your purse close to your body and not dangling by the straps.
- Do not carry credit cards that you do not need, or large amounts of cash.
- Do not fall for anything that sounds too good to be true, such as a free vacation, sweepstakes prizes or a low-risk, high-yield investment scheme.
- Do not give your credit card, Social Security or bank account number to anyone over the phone, and do not let anyone rush you into signing anything. Even if it is an insurance policy, sales agreement or a contract, you should have it reviewed by someone you trust.

As we should all do, seniors should trust their instincts. If a situation makes you uneasy, you should take action and remove yourself from that situation. The Edmond Senior Citizen's Center promotes interaction among seniors through a variety of recreational and educational activities, and recognizes the special needs of seniors. For more information, they can be reached at (405) 216-7600.

B. Disabled Citizens

As described for seniors, those experiencing various disabilities are advised to develop partnerships and/or support teams to assist in dealing with emergency precautions or an actual emergency situation. Team members should be advised of the location of essential supplies or information. It is additionally important to provide a trusted team member with a key to your house, or other means to gain access in the event of a problem.



- Advise the City of Edmond Utility Billing Office of your dependence on oxygen or other medical equipment requiring electrical power. It is important to remember, this does not necessarily mean your power will never be interrupted, only that you will be identified as a “priority” account. You are still encouraged to have an in-house backup method of protecting from treatment interruption.
- Have a clearly written and prepared plan for evacuation or relocation in the event of an emergency. Have your plan reviewed by a family member, caretaker or other responsible party.
- Obtain and wear a “Medic-Alert” tag or bracelet indicating the nature of any medical problems.
- If you are dependent on dialysis or other life-sustaining treatment, know the location and availability of more than one facility.

- Train other team members, neighbors, or family members on how to operate any specialized equipment you may need.
- Make sure your name is clearly indicated on any specialized equipment such as wheelchairs, canes, walkers, medical equipment, etc.
- Keep a list of manufacturers, vendors, serial and model numbers, etc., of all specialized equipment. Include this list in your disaster kit.
- Keep an updated list of all utilized medical providers (with contact information), emergency contacts, insurance information, etc., in your disaster kit.
- Always “send a message” or give the appearance that you are calm and confident. Do not give the impression that you are an easy target.
- Be realistic about your limitations. Avoid places or situations that may place you at risk or over-extend your capabilities.
- If you have difficulty speaking, have a friend record a message to use in emergencies. The message should contain your name, address and type of disability. The recorder should be kept next to a telephone.
- Think about what you should do in the event of a fire, and talk it over with others. The fire department can assist you with making a practical escape plan, which should include all members of your household.

V. NATURAL THREATS

A. Severe Weather

Preparation, as emphasized and supported throughout this document, and *Awareness* are believed to be the two most significant issues related to protecting our families and selves from the adverse effects of severe weather. *Preparation* activities are explained throughout this document and should be followed in detail. *Awareness* activities are simply those actions taken to assist in knowing when severe weather may be approaching, and when to take appropriate protective actions.

Due to the geographic location of Oklahoma, the possibility of a wide variety of weather extremes exists throughout almost any time of the year. From the severe thunderstorms of spring and fall, to the heavy ice and snowstorms of the winter, Oklahoma is certainly not exempt from weather-related extremes.

B. Watches and Warnings

Official weather-related Watches and/or Warnings are issued by the National Weather Service, and are related to specific weather conditions present, or those expected to develop. A “Watch” is usually issued in advance of a “Warning,” however, in the event of rapidly developing weather conditions, such as a tornado, there is no guarantee that a “Warning” will be issued prior to an event actually occurring.

A “Watch” indicates that conditions are favorable, or will be favorable within an identified timeframe, for the development of the condition indicated. A “Warning” indicates that the identified condition or situation is occurring within the warning area and appropriate protective measures should be taken.

C. Severe Thunderstorms

Edmond typically experiences two severe thunderstorm seasons, during the spring and fall. These storms are typically caused by warm air masses colliding with cool air masses, in the presence of moisture. When these conditions are present in the proper proportions, thunderstorms are likely.



Potentially damaging factors that often accompany the development of severe thunderstorms include:

1. Lightning



Although lightning has been the second greatest cause of storm-related deaths (after floods) in the United States during the past 40 years, many experts consider it to be the single most underrated severe storm hazard or attribute. This is probably because it typically claims its victims one at a

time, with very little accompanying structural damage or devastation, thus receiving very minimal media coverage and publicity.

Each year in the United States, an average of 73 people are killed by lightning, more than the annual number of people killed by tornadoes and hurricanes combined. Lightning survivors often report a variety of long-term, debilitating symptoms, including memory loss, attention deficits, sleep disorders, numbness, dizziness, stiffness in joints, irritability, fatigue, weakness, muscle spasms, depression, and an inability to sit for long periods.

While it is common for people to refer to the chance of being struck by lightning as an unlikely event, statistics indicate lightning strikes the ground approximately 25 million times each year in the United States. Statistically speaking, the chances are 1 in 300 that a lightning strike will affect a person during their lifetime, either personally or by killing or injuring a family member or close friends.

Lightening Fatality Statistics: Top 10 States: 1959-2001		Most Lightning Deaths & Injuries: Top 10 States 1959-2001	
1. Florida:	404	1. Florida:	1,979
2. Texas:	189	2. Michigan:	800
3. North Carolina:	176	3. North Carolina:	771
4. Ohio:	134	4. Pennsylvania:	731
5. New York:	132	5. New York:	699
6. Louisiana:	130	6. Ohio:	642
7. Tennessee:	130	7. Texas:	637
8. Maryland:	122	8. Colorado:	546
9. Pennsylvania:	120	9. Georgia:	544
10. Colorado:	117	10. Tennessee:	519

Source: National Weather Service

Thunderstorms capable of producing lightning do not necessarily have to be severe in nature, as compared to other thunderstorm-related threats. Lightning has been proven to strike far in advance of an approaching thunderstorm, and long after the storm has passed. The casualty rate actually decreases while the rainstorm is in progress and people are seeking shelter inside a structure. Statistics indicate an increase in the number of casualties after the rain dissipates.

Lightning also does not always strike the tallest object, as many believe. Deadly electrical energy emanating across the surface of the ground where lightning has struck can also reach distances as far as 120 feet away.

The relative frequencies of lightning casualties in the United States by location or activity are listed in the table below. When lightning is imminent or occurring, avoid these activities like your life depends on it, because it does. Though not listed here, higher elevation produces an enhanced risk when thunderstorms threaten.



Rank	Location/ Activity	Relative Frequency
1	Open Areas (including sports fields)	45%
2	Going Under Trees To Keep Dry	23%
3	Water Related Activities (swimming, boating and fishing)	14%
4	Golfing (while in the open)	6%
5	Farm and Construction Vehicles (with open exposed cockpits)	5%
6	Corded Telephone (#1 indoor source of lightning casualties)	4%
7	Golfing (while mistakenly seeking "shelter" under trees)	2%
8	Using Radios and Radio Equipment	1%

Because of the timeframe involved, including seasonal issues (outdoor activity), time of day, etc., those involved in outdoor sporting events are highly susceptible to lightning death or injury. Public schools and other organized sports organizations are urged to take special precautions to prevent this tragic scenario.

Recommended lightning precautions include identifying and staying within traveling distance of a proper shelter. The "30-30 Rule" is an effective method of predicting lightning events, although the "first strike" may not be evident. The "30-30 Rule" states that when you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, you should immediately seek shelter indoors. If you cannot reach a substantial building, an enclosed vehicle with a



solid metal roof and metal sides is a reasonable second choice. Just because you cannot see the lightning does not mean it will not strike! Just hearing the thunder means lightning is likely within striking range. After the storm has apparently dissipated

or moved on, wait 30 minutes or more after hearing the last thunder before leaving the safer location.

If you cannot move to a safer location, take action to minimize the threat of being struck. Proceed from higher to lower elevations, avoiding wide-open areas, including sports fields, beaches and golf courses. Avoid tall, isolated objects such as trees, poles, and light posts. Water-related activities such as swimming (including indoor pools), boating and fishing should also be discontinued.

Should a person be struck by lightning, “9-1-1” should be immediately called. Deaths from lightning strikes result from cardiac arrest and/or stopped breathing, therefore treatment should begin as soon as possible. Despite the beliefs of some, strike victims do not retain electrical energy. Basic Life Support activities, including CPR as indicated, should immediately be initiated while emergency resources are responding. If the storm's lightning is ongoing and represents a continuing risk to responders, consider moving the victim(s) to a safer location.

If lightning is about to strike, it will sometimes provide a very brief warning. Because of the buildup of static electricity, your hair may stand on end or a tingling sensation may be felt. If this is experienced and you are in a group of people, immediately spread out so there is a minimum of 5-10 feet between each person. Once separated, put your feet together, squat down while tucking your head, and cover your ears. When the immediate threat of lightning has passed, continue moving to the safest place possible.

2. Flash Flooding

Flash floods can strike any time and any place with little or no warning. In mountainous or flat terrain, distant rain may be channeled into gullies and ravines, turning a quiet streamside campsite or wash into a rampaging torrent in minutes. City streets can become rivers in seconds. The following flash flood safety rules should be observed:



- Keep alert for signs of heavy rain (thunder and lightning), both where you are and upstream. Watch for rising water levels.
- Know where high ground is and get there quickly if you see or hear rapidly rising water.
- Be especially cautious at night when it is harder to recognize the danger.
- Do not attempt to cross-flowing water, which may be more than knee deep. If you have doubts, don't cross. The roadway may be washed out and not visible.
- Don't try to drive through flooded areas. As little as two (2) feet of water can “float” a vehicle and allow it to be washed downstream.
- If your vehicle stalls, abandon it and seek higher ground immediately.

Flash flooding may occur after a passing storm has left the area, or may be the result of a slow-moving storm causing large amounts of rain to be dropped in a relatively concentrated area.

3. Hail

Hail, sometimes called “vertically integrated liquid,” typically develops within stronger thunderstorm “cells” and is caused by rain or moisture being lifted to higher elevations within a thunderstorm where freezing temperatures exist. Multiple layers of ice can be seen in some hailstones, indicative of very strong updrafts or lifting causing multiple episodes of lifting and falling within a thunderstorm.

Since hailstone shape is usually circular, with larger stones becoming more irregular, a guide for reporting hail size by comparing it to circular objects of the same diameter is typically used as indicated below. Severe hail is typically 0.75” or greater in diameter, and some have been measured in excess of 6 inches, weighing over 1.5 pounds.

PEA	0.25”	QUARTER	1.00”
TENNIS BALL	2.50”	GRAPEFRUIT	4.00”
DIME	0.75”	GOLF BALL	1.75”
BASEBALL	2.75”	GIANT	4.00” +

4. Wind

Oklahoma thunderstorms typically develop either in a line, or in independent “supercells,” although a combination of both may be present. Thunderstorm “lines” will generally move through an area, often preceded by strong winds or a “gust front,” also capable of causing storm or wind-related damage. Wind damage from strong “straight-line” winds or strong “downdrafts” is often mistaken for tornado damage.

5. Tornadoes

Tornadic activity is typically associated with the development of supercells, although they have been known to develop from thunderstorm “lines” as well. Stronger storm structures are often capable of causing multiple tornadoes. Tornadic activity is measured based on estimated wind speeds and resultant damage, and assigned a numeric rating within the Fujita Scale as indicated below:

FUJITA DAMAGE SCALE				
F-Scale	Type of Tornado	Intensity	Estimated Wind Speeds	Description of Damage
F0	Gale	Weak	40-72 mph	Some damage to chimneys; breaks branches off trees; push over shallow-rooted trees; damage sign boards
F1	Moderate	Weak	73-112 mph	The lower limit (73 mph) is beginning of hurricane wind speed; peels shingles off roofs; mobile homes pushed off foundations or overturned; moving autos pushed off the roads.
F2	Significant	Strong	113-157 mph	Roofs torn off frame houses; mobile homes demolished; boxcars pushed over; large trees snapped or uprooted; light-object missiles generated.
F3	Severe	Violent	158- 206 mph	Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off the ground and thrown.
F4	Devastating	Violent	207-260 mph	Well-constructed houses leveled; structure with weak foundation blown off some distance; cars thrown and large missiles generated.
F5	Incredible	Violent	261-318 mph	Strong frame houses lifted off foundations and carried considerable distance to disintegrate; automobiles-sized missiles fly through the air in the excess of 100 m; trees debarked; incredible phenomena will occur

Source: National Weather Service



A key point to remember is the size of a tornado is not necessarily an indication of its intensity. Large tornadoes can be weak, and small tornadoes can be tremendously violent. F-5 tornadic activity is recognized as less than 5% of all tornadic

activity, while causing as much as 70% of all tornado-related deaths. It is estimated that 75% of all tornadic activity is F-0 or F-1, causing less than 5% of all tornado-related deaths.

Tornadoes have been documented in every month of the year, and in every state in the continental United States. Due to geographic structure, available moisture, and other often-predictable factors, tornadic activity generally occurs within certain areas as indicated on the map below.



Although central Oklahoma has more tornadic activity than anywhere else in the world, the situation is not completely negative. Because of this high frequency of tornadic activity, we also have the greatest resources for the identification of potentially severe weather, even before it develops, and early warning systems in the world. This technology and expertise combined with aggressive public education and notification efforts results in the savings of thousands of lives each year.



Be alert to what is happening outside as well. Here are some of the things that people describe when they tell about a tornado experience:

- A greenish or greenish-black color to the sky.
- Clouds moving by very fast, especially in a rotating pattern or converging toward one area of the sky.
- The sound of a tornado has been likened to that of both railroad trains and jets.
- Debris dropping from the sky.
- An obvious “funnel-shaped” cloud that is rotating, or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.

If you see a tornado and it is not moving to the right or to the left relative to trees, power poles or structures, it may be moving towards you. Remember that although tornadoes usually move from southwest to northeast, they can also move towards the east, the southeast, the north, and even northwest.

Should tornadic activity be present or potentially threatening, the following shelter tips should be remembered:

- A storm shelter or Safe Room designed specifically for this use will provide the greatest level of protection.
- If no shelter is available, seek refuge in a basement or “below-grade” area, away from the west and south walls. Hiding under a heavy table or furniture, or under the stairs will provide additional protection from flying or falling debris.
- If no shelter or basement is available, seek refuge in a small, windowless, interior room such as a closet or bathroom, on the lowest level of the structure. Put as many walls as you can between yourself and the tornado.

- Avoid large open areas or those with exterior openings such as doors or windows.



- If in a vehicle and you can see a tornado forming or approaching, you should take shelter as above. If no structural shelter is available, seek refuge in a low-lying area such as a ditch or culvert, while maintaining an awareness of potential flash flooding. Vehicles are not safe refuge areas as evidenced in the photo at right, taken following the May 3, 1999 tornadoes in central Oklahoma.
- If in a mobile home or other manufactured housing, you should seek shelter in a more substantial structure far in advance of approaching severe weather.

- If in a shopping center or mall, avoid large open areas and those with lots of glass. Smaller interior hallways or rooms should be utilized for shelter.

D. Effects of Heat and Temperature

1. Heat Index

On average, about 175 Americans succumb to the affects of excessive heat every year. Our bodies dissipate heat by varying the rate and depth of blood circulation, by losing water through the skin and sweat glands, and as a last resort, by panting, when blood is heated above 98.6°F. Sweating cools the body through evaporation; however, high relative humidity restricts and slows evaporation, compromising the body's ability to cool itself. When heat gain exceeds the level the body can remove, body temperature begins to rise, and dangerous heat-related illnesses and disorders may develop.

Avoid the use of “cooling collars” or other commercially available methods of cooling the body using a gel or liquid-filled device, typically worn around the neck. While these devices do provide a cooling sensation, they are also capable of causing the brain to receive inappropriate temperature “signals” due to cooler blood entering the brain while the remainder of the body temperature remains elevated. This incorrect information has been known to cause the body to automatically reduce needed cooling activities, although they are still necessary.

The **Heat Index** is the temperature the body feels when heat and humidity are combined. The chart below shows the HI that corresponds to the actual air temperature and relative humidity. (This chart is based upon shady, light wind conditions.) **Exposure to direct sunlight can increase the Heat Index by as much as 15°F.**

TEMPERATURE (°F) VS. RELATIVE HUMIDITY (%)

°F	90%	80%	70%	60%	50%	40%	30%	20%	10%
65	65.6	64.7	63.8	62.8	61.9	60.9	60.	64.7	58.1
70	71.6	70.7	69.8	68.8	67.9	66.9	66.	65.1	64.1
75	79.7	76.7	75.8	74.8	73.9	72.9	72.	71.1	70.1
80	88.2	85.9	84.2	82.8	81.6	80.4	79.	77.4	76.1
85	101.4	97.	93.3	90.3	87.7	85.5	83.5	81.6	79.6
90	119.3	112	105.8	100.5	96.1	92.3	89.2	86.5	84.2
95	141.8	131.1	121.7	113.6	106.7	100.9	96.1	92.2	89.2
100	168.7	154	140.9	129.5	119.6	111.2	104.2	98.7	94.4
105	200	180.7	163.4	148.1	134.7	123.2	113.6	105.8	100.
110	235	211.2	189.1	169.4	151.9	136.8	124.1	113.7	105.8
115	275.3	245.4	218	193.3	171.3	152.1	135.8	122.3	111.9
120	319.1	283.1	250	219.9	192.9	169.1	148.7	131.6	118.2

80 - 90°F Possible fatigue with prolonged exposure and physical activity.

90 - 105°F Possible sunstroke, heat cramps and heat exhaustion.

105 - 130°F Likely sunstroke, heat cramps, heat exhaustions and possible heatstroke.

130°F or greater Heat stroke highly likely with continued exposure.

Additional Notes:

E. Effects of Winter Weather

1. Winter Storm Alerts

The National Weather Service uses specific winter weather terms to ensure that people know what to expect in the coming days and hours. A **Winter Storm Watch** means that severe winter conditions, such as heavy snow and/or



ice, may affect your area, but its occurrence, location and timing are still uncertain. A winter storm watch is issued to provide 12 to 36 hours notice of the possibility of severe winter weather. A winter storm watch is intended to provide enough lead-time so those who need to set plans in motion can do so.

A watch is upgraded to a **Winter Storm Warning** when 4 or more inches of snow or sleet are expected in the next 12 hours, or 6 or more inches in 24 hours, or 1/4 inch or more of ice accumulation is expected. **Winter Weather Advisories** inform you that winter weather conditions are expected to cause significant inconveniences that may be hazardous. If caution is exercised, advisory situations should not become life threatening. A **Blizzard Warning** means that snow and strong winds will combine to produce a blinding snow (near zero visibility), deep drifts, and life-threatening wind chill. Be sure to listen carefully to the radio, television, and NOAA Weather Radio for the latest winter storm watches, warnings, and advisories.

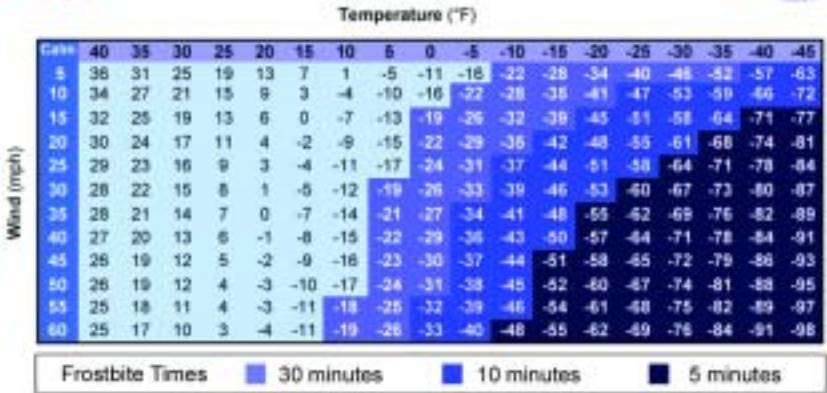
2. Winter Health Concerns

Winter weather too often catches people unprepared. Researchers say that 70 percent of the fatalities related to ice and snow occur in automobiles, and about 25 percent of all winter related fatalities are

people that are caught off guard, out in the storm. One of the gravest dangers of winter weather is wind chill. The wind chill is based on the rate of heat loss from exposed skin by the combined effects of wind and cold. As the wind increases, heat is carried away from the body at an accelerated rate, driving down the body temperature. Animals are also affected by wind chill.



Wind Chill Chart



Hypothermia occurs when body temperature falls below 95 degrees Fahrenheit. About 20% of cold related deaths occur in the home. Young children under the age of two and the elderly, those more than 60 years of age, are most susceptible to hypothermia, which can set in over a period of time. Warning signs include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and exhaustion.

If you cannot obtain medical assistance quickly, begin warming the body **SLOWLY**. The body core should be warmed first, **NOT** the

extremities. Warming extremities first drives the cold blood to the heart and can cause the body temperature to drop further, which may lead to heart failure. Get the person into dry clothing and wrap in a warm blanket covering the head and neck. Do not give the person alcohol, drugs, coffee, or any HOT beverage or food, WARM broth and food is better. Drink plenty of water (or fluids other than alcohol) to keep hydrated and to help prevent hypothermia.

3. Snow/Ice Removal Plan

The City of Edmond's Snow/Ice Removal Plan is designed to provide services correlated to the amount of snow or ice accumulating on the streets during a freezing weather event. The primary evaluation criteria are:

- Public Safety
- Mobility
- Cost Efficiency
- Speed of Operation

During Snow and Ice Control Operations, virtually all other Street Department operations become secondary, unless extremely hazardous conditions or situations are experienced. Personnel are assigned to three?eight hour shifts depending on manpower availability until conditions allow them to return to normal duty.



Public Safety-related emergencies, such as medical, fire department or law enforcement responses are given priority at all times and coordinated by the Shift Supervisor as to which truck is closest and best suited for the situation.

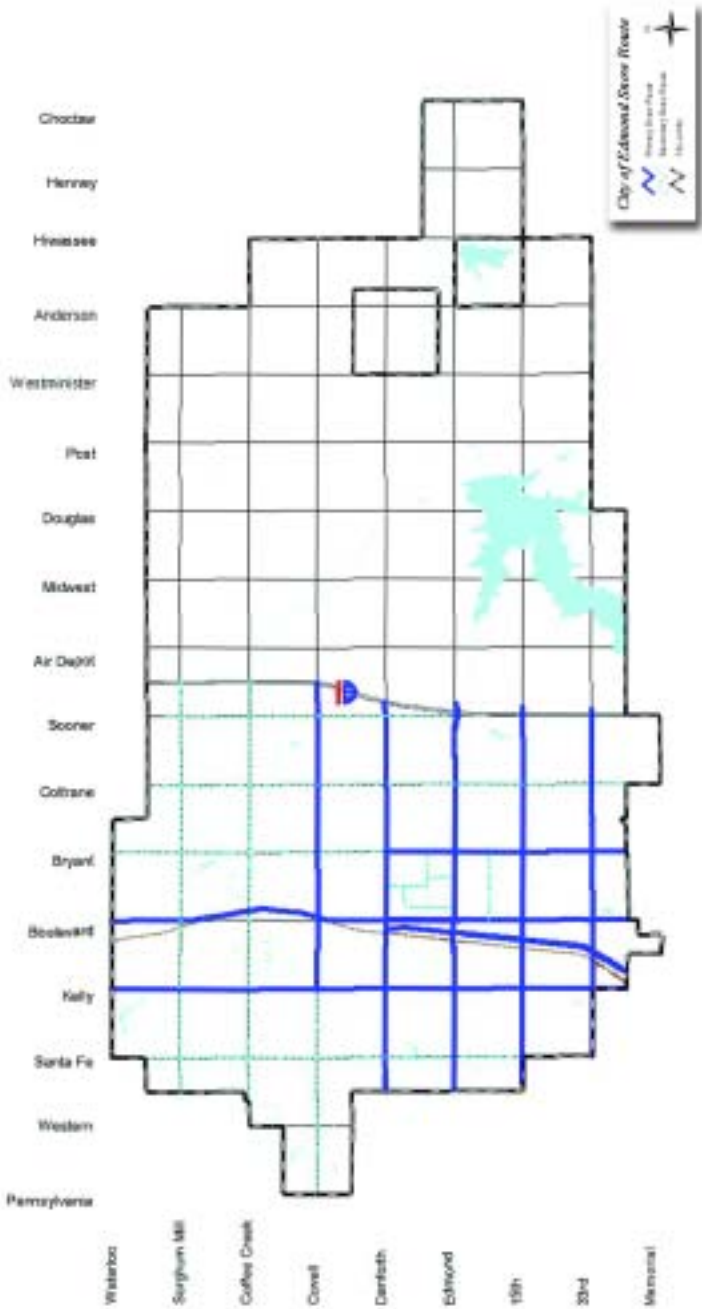
Unless necessary to support life-threatening emergency operations, we do not perform snow/salting operations in residential areas due to numerous parked vehicles, curved streets, and other obstacles which prohibit safe truck maneuvering during icy conditions. When available, Utility Line Maintenance crews may assist in cleaning primary access sidewalks at key City facilities; however, operations are not performed on private property.

Snowfall accumulations of less than two inches are handled through salt and sanding applications. Priority One streets, along with emergency equipment access drives are worked first, as intersections, hills and other identified priority locations are treated from the downtown area outward.

Snow accumulations in excess of two inches are initially handled by snowplows, motor graders, and backhoe operations. Snowplows and/or motor graders will attempt to maintain one lane in each direction, while backhoes remove snow at streets and driveways that are inadvertently blocked due to blade operations. However, backhoes cannot keep up with the snowplows and/or motor graders, therefore, businesses and individuals may be required to clear their own entrance. In the central business area excessive snow will normally be bladed to the center of the roadway until it can be removed.

The map on the following page indicates prioritized snow/ice removal routes in relation to severity of event, with the Oklahoma Department of Transportation (ODOT) maintaining Highway 66 (East Second Street) from I-35 eastward.

City of Edmond Snow Route



F. Weather-Related Planning and Prevention

1. Weather Watch

The City of Edmond's Office of Emergency Management provides notification of approaching severe weather for groups of twenty (20) or more. To participate in the FREE Weather Watch program, simply register your outdoor event by calling 359-4564 or 359-4371. Should potentially threatening severe weather approach our area, the designated contact person on-site at the event will receive a telephone call from the Emergency Operation Center advising them of the condition.

Registration must include:

- Event type
- Event location
- Event date
- Event timeframe or duration
- Name of person serving as the designated point of contact
- On-site telephone number

2. Shelter Registration Program

On several occasions, including in central Oklahoma, residents have been trapped in their storm shelters because of storm-related debris blocking their exit or causing shelter doors to become inoperative. In an effort to help eliminate this hazard and to provide greater levels of public safety, Edmond's Office of Emergency Management has developed a Storm Shelter Registration Program.

This FREE service, provided to residents living within the City limits of Edmond, provides documentation of shelter type, shelter location including latitude and longitude coordinates and contact information for potential occupants. Should tornadic activity occur, our database is searched to identify any registered shelters in the

affected area. Should shelters be identified as potentially involved, efforts are made to contact the residents at that location. If no contact is made, emergency resources are sent specifically to the site to verify that occupants are not trapped within the registered shelter.

Registration is FREE and can be accomplished by calling 359-4564 or 359-4371, or by completing the form on the City website www.edmondok.com.

3. Programmable Weather Alert Radios

Edmond's Office of Emergency Management is currently offering FREE Programmable Weather-Alert Radios (see Section III., Information Access and Provision) to multiple-occupancy sites where three basic planning and preparation steps are completed. Examples of these sites include nursing homes, assisted-living centers, churches, schools, daycare centers, medium to large businesses, apartment offices, etc. These steps include:

- Develop and implement a written Severe Weather Plan for the site
- Perform at least one “exercise” of the written plan each year
- Provide basic training to staff and/or residents as applicable and appropriate

Emergency Management personnel will assist with all aspects of this program.

IV Man-Made Threats

A. Weapons of Mass Destruction (WMD)

Because of the events, both locally and around the world in recent years, the terminology “Weapons of Mass Destruction” has become commonplace, despite the fact that these “weapons” have been in existence for decades, if not centuries. “Weapons of Mass Destruction” refers to the intentional use of nuclear, biological or chemical (NBC) weapons or materials to inflict harm against large numbers of people. Recent efforts have increased the list to include radiological and explosives, bringing the focus to chemical, biological, radiological, nuclear and explosive (CBRNE).

1. Chemical Threat

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment. Indications that a chemical attack or release has occurred may include:

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.



If you suspect a chemical attack or release has occurred, you need to:

- Quickly try to define or identify the impacted area or where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where you suspect the chemical release to be and “shelter-in-place.” (See Section VI.B.4., Shelter In Place)
- If you are outside, quickly decide what is the fastest escape from the chemical threat. Consider if you can get out of the area, or if you should follow plans to “shelter-in-place.” (See Section VI.B.4., Shelter In Place)

2. Biological Threat

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a



pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not be immediately able to provide information on what you should do. It will take time to determine exactly what the agent or illness is, how it should be treated, and who is in the greatest danger. Additionally, local medical facilities may be in “lock-down” condition to protect their resources and to implement pre-determined response plans, which will allow greater overall effectiveness and efficiency. However, you should watch TV, listen to the radio, or check other information sources for official news including the following:

- Are you in the group or area considered by authorities to be in danger?
- What are the signs and symptoms of the disease?
- Are medications or vaccines being distributed?
- If so, where?
- Who should receive the medications or vaccines?
- Where should you seek emergency medical care if you become ill?

Should this scenario become a reality, you are strongly advised to not proceed to a medical facility or treatment center until advised to do so. It is very likely that local medical facilities will be initially overwhelmed, either by tremendous public concern or by their own “emergency plan activation activities.” It is also likely that initial medical care will be provided at a site other than a hospital, therefore actions taken to seek assistance there may in fact only delay appropriate treatment.

If you become aware of an unusual and suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself. Quickly get away. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

At the time of a declared biological emergency, if a family member becomes sick, it is important to be suspicious, but not panicked. Do not automatically assume that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

3. Nuclear Threat

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. In the unlikely event of a nuclear explosion:

- Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
- Quickly assess the situation and consider if you can get out of the area or if it would be better to go inside a building and follow your plan to “shelter-in-place” (See Section VI.B.4., Shelter In Place).
- In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.

Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less. Examples of shielding would include walls, masonry, soil, etc.

Distance: The farther away you are from the blast and the fallout, the lower your exposure.

Time: Minimizing the amount of time exposed will also reduce your risk.



4. Explosive Threat

Explosives come in many shapes and sizes. It is important not to touch or move a suspected explosive. Always move people away from a suspected explosive, as opposed to moving a device away from people. A suspected explosive should never be disturbed. If you discover what you believe to be a suspected explosive device, immediately call 9-1-1 and do not disturb the device or allow anyone to go near it.

In addition to the direct affects of an explosive device, they may also be used to disseminate or spread chemical, biological or radiological materials. This type of device is called a “dirty bomb” and would obviously create a greater hazard than just explosives.

A “dirty bomb” may include radioactive materials, designed to spread over a targeted area. While the explosion will be immediately obvious, the presence of radiation will not be clearly identified until trained personnel with specialized equipment are on the scene. As with other issues such as chemical or biological agents, limiting your exposure is of significant importance. To limit exposure to radiation, the previously explained factors of **Shielding**, **Distance**, and **Time** should be considered.

In the event of an explosion:

- Take shelter against sturdy furniture or walls.
- Exit the building as soon as possible, checking for fire or other hazards, including gas leaks or energized electrical wires
- Do not use elevators.
- Take your emergency supply kit with you, if time permits.

If trapped in debris:

- Use a flashlight to signal others. If you have no flashlight, use a hard object to provide a “sounding” or to make other noises that will draw attention to your location. Shout only as a last resort or if you know others are present and can hear you.
- Avoid unnecessary movement which may “stir up” additional dust and debris, and potentially move, dislodge, or otherwise cause structural conditions to weaken.
- Cover your nose and mouth with a filter-type material or cloth to avoid breathing large quantities of dust or other air-borne materials.

B. Planning and Prevention

1. Homeland Security Advisory System

Because of the world-changing events of September 11, 2001 and other events, we remain a nation at risk to terrorist attacks and will likely remain at risk for the foreseeable future. Regardless of the threat condition level, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent a potential risk level for terrorist attacks.



Low Condition (Green) This condition is declared when there is a low risk of terrorist attacks.

Guarded Condition (Blue) This condition is declared when there is a general risk of terrorist attacks.

Elevated Condition (Yellow) An Elevated Condition is declared when there is a significant risk of terrorist attacks.

High Condition (Orange) A High Condition is declared when there is a high risk of terrorist attacks.

Severe Condition (Red) A Severe Condition reflects a severe risk of terrorist attacks.

Homeland Security Advisory System Family Action Recommendations

RISK LEVEL

RECOMMENDED ACTIONS

<p>SEVERE (Red)</p>	<ul style="list-style-type: none"> Complete recommended actions at lower levels Listen to radio/TV for current information/instructions Be alert to suspicious activity and report it to proper authorities immediately Contact business/school to determine status of work/school day Adhere to any travel restrictions announced by local governmental authorities Be prepared to shelter-in-place or evacuate if instructed to do so by local governmental authorities Discuss children's fears concerning possible/actual terrorist threats or attacks.
<p>HIGH (Orange)</p>	<ul style="list-style-type: none"> Complete recommended actions at lower levels Be alert to suspicious activity and report it to proper authorities Review disaster plan with all family members Ensure communication plan is understood/practiced by all family members Exercise caution when traveling. Have shelter-in-place materials on hand and understand procedure Discuss children's fears concerning possible terrorist threats or attacks If a need is announced, donate blood at designated blood collection center

ELEVATED (Yellow)	<ul style="list-style-type: none"> • Complete recommended actions at lower levels • Be alert to suspicious activity and report it to proper authorities • Ensure disaster supplies kit is stocked and ready • Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary • If not known to you, contact school to determine their emergency notification and evacuation plans for children • Develop alternate routes to/from school/work and practice them
GUARDED (Blue)	<ul style="list-style-type: none"> • Complete recommended actions at lower level • Be alert to suspicious activity and report it to proper authorities • Develop an emergency communication plan that all family members understand • Establish an alternate meeting place away from home with family/friends
LOW (Green)	<ul style="list-style-type: none"> • Obtain a copy of <i>Terrorism: Preparing for the Unexpected</i> brochure from your local red Cross Chapter • Develop a personal disaster plan and disaster supplies kit using this document and/or <i>Your Family Disaster Plan</i> and <i>Your Family Disaster Supplies Kit</i> brochures from the American Red Cross • Take a CPR/AED and first aid course

2. Evacuation

The decision whether to “Shelter-In-Place,” or to evacuate will be made based on the nature of the incident or situation, and the amount of advanced warning that can be provided. In some situations, there may be a combination of these activities, again depending on the nature of the situation and the time factors involved. Those closest to the actual incident site may be advised to Shelter-In-Place, while those further from the incident, thus having greater time, may be advised to evacuate.

3. Relocation Sites

Multiple sites within the City of Edmond have been identified and designated as Relocation Sites, to be used in the event citizens are displaced from their homes due of the effects of natural or man-made events. **These sites are not to be confused with severe weather shelters!** Those citizens being relocated or temporarily housed during an event will be advised at that time as to what site they should utilize. Specific sites will vary depending on availability, the number of people displaced, duration of the incident, nature of the incident, and many additional factors.

Shelter monitors (staff personnel) will be present at each Relocation Site to help insure the needs of those present are being met, and to provide accountability, security, and other inherent needs.

4. Shelter In Place

Shelter in Place refers to the recommended steps for protecting yourself or your family within your home, while remaining indoors. It does not include moving to a shelter, if you must leave the interior portions of your home to do so.

Shelter In Place would be implemented in the event a hazardous substance were released into the atmosphere near your home, or in close proximity with the wind potentially carrying the material in the direction of your home. Shelter-In-Place situations would normally not last more than a few hours, and would be implemented when there is not time to evacuate.

Chemical, biological or radiological materials may be released either accidentally or intentionally. Should such a situation occur, protecting yourself in a timely manner is extremely important. Being alerted to such an occurrence is one of the most important elements of Shelter In Place procedures, but can also be one of the most challenging

The City of Edmond utilizes a variety of methods for the dissemination of information (see Section III., Information Access and Provision). The most important point to remember is that those emergency resource personnel providing the information have the most current and complete information available, in relation to the release of a hazardous substance, and additionally have Emergency Operation Plans designed to protect you. You should follow their directions as closely as possible.

There is no absolute guarantee that these methods will provide 100% protection, however, studies have shown that taking steps to temporarily seal-off a room using common materials enhances the safety of the room against the impact of a potential contaminant.

Sheltering in place begins by designating a small, typically interior room on ground level or higher, with as few windows as possible, to be the shelter area. This may not necessarily be the same location as would be selected for severe weather protection, as some hazardous materials are “heavier than air” and may actually accumulate in a basement or lower portions of a structure. If possible, this room should be equipped with a telephone for emergency contact information.

The following steps are recommended when at home and directed to initiate “Shelter In Place” activities:

- Immediately begin monitoring recognized information sources for important information and/or situation updates.
- Make sure all occupants, including guests or visitors, are accounted for and are participating in protective measures. Visitors should not leave until the “all clear” has been provided or other emergency measures are implemented.
- Close and lock all windows and exterior doors.

- If the material is known to be explosive and the potential for explosion exists, close window shades, curtains, blinds, etc.
- Turn all air circulating devices off (includes heating, air conditioning, ceiling fans, etc.)
- Close the fireplace damper.
- Take your Home Disaster Kit (See Section VI.B.5., Home Disaster Kit) to your designated shelter area, again insuring that all occupants are present, and if space allows, all family pets.
- Duct tape and plastic sheeting of sufficient strength should be utilized to seal all cracks around doors, windows, vents, or other openings into the room.
- Continue monitoring recognized information sources for important information and/or situation updates.
- If possible, contact your “out-of-town” Emergency Contact Person and advise them of your situation.
- Remain in your Shelter-In-Place location until advised by local authorities to do otherwise.

5. Home Disaster Kit

The development and maintenance of a Home Disaster Kit is an extremely important tool for handling difficult challenges which could arise from an emergency situation, or other event causing you and/or your family to be displaced from your home, or to be without the supplies or materials normally used each day.

An exact list of desired materials or supplies is difficult to determine due to the variables encountered, such as:

- Size of the family
- Duration of the incident
- Nature of the incident
- Special needs of family members

When determining the specific contents of your family's Home Disaster Kit, these factors should be considered, as well as any others deemed relevant.

Containers to be used for the Home Disaster Kit may vary, obviously depending on the amount of storage space required, and available. Large plastic containers with “sealing” lids are recommended, as they are relatively inexpensive, easy to handle, provide adequate protection for contents, and are usually easy to move and store. These are particularly useful for materials being stored for use during a Shelter In Place event or a utility outage of extended duration.

Items that may be needed in the event of evacuation should be kept in containers that are easy to carry, such as a backpack, duffle bag, etc. Smaller items or groups of items in either kit should be stored in closable plastic bags. Make sure your name is clearly marked on any container utilized.

According to information provided by the American Red Cross, Home Disaster Kits should include items related to these basic areas:

- Water
- Food
- First Aid
- Tools & Emergency Supplies
- Special Items

Providing an ample supply of clean water during an emergency is a top priority. Water should be stored in a dark, cool location utilizing plastic containers such as soft drink bottles or other plastic containers with “screw-on” lids. Recycled plastic milk containers are not recommended because the lids do not seal as well. The use of containers that will decompose or break, such as paper milk cartons or glass bottles should be avoided. A normally active person should drink at least two quarts of water each day. Hot environments and intense physical activity can dramatically increase that amount, and children, nursing mothers, and those who are ill will need more. At least a three-day supply should be maintained, consisting of approximately one-gallon per person per day (2 quarts for drinking, 2 quarts for food preparation or other uses). Water storage should be rotated every six months.

Non-perishable food items of sufficient quantity to last at least three days should be maintained. These foods should require no refrigeration, preparation or cooking, and little or no water. They should additionally be compact and lightweight, and should be rotated every six months. Recommendations include:

- Ready-to-eat canned meats, fruits and vegetables (don't forget the can opener)
- Canned juices
- Staples such as sugar, salt, pepper, etc.
- High-energy foods
- Vitamins
- “Special needs” foods (for infants, those with medical conditions, etc.)

General Food Recommendations:

Try to avoid foods that are high in fat and protein, and those with a high salt content, as they will make you thirsty. Use canned foods that do not require cooking, water or special preparation. Remember

to consider your family's unique needs and tastes. Try to include foods they will enjoy and that are also high in calories and nutrition.

Select foods that can be easily stored in a convenient location. Try to include salt-free crackers, whole grain cereals and canned food with high liquid content.

Food Options to Avoid:

- Commercially dehydrated foods, as they can require a great deal of water for reconstitution and extra effort in preparation.
- Bottled foods, as they are generally too heavy and bulky, and break easily.
- Meal-sized canned foods, as they are usually bulky and heavy.
- Whole grains, beans, pasta, as preparation could be complicated under the circumstances of a disaster.

Food Storage Tips:

The “expiration date” or “best if used by” date on all food products should serve as a general guideline for food storage timeframe. For products with no expiration date, it is generally recommended to store the food product for six months and then replace with fresh items.

Some find it helpful to use stored food products from their disaster supply for regular meals and immediately replace them so the food supplies are always fresh.

First-Aid Kit

A well-stocked first aid kit is always a good investment, not only for the home, but for your vehicle(s) as well. Items to be included may vary depending on the training or experience level of the user, but some basic items should include:

- Various sizes of adhesive bandages
- Sterile dressings
- Conforming roller gauze bandages
- Triangular bandages
- Various sizes of sterile gauze pads
- Rolled adhesive bandages or tape
- Germicidal hand wipes or waterless hand sanitizer
- Antiseptic wipes
- Medical grade non-latex gloves
- Anti-bacterial ointment
- Cold pack
- Tweezers
- Scissors
- CPR-type breathing barrier
- Saline or eye-wash solutions
- Non-prescription medications (aspirin or non-aspirin pain reliever, anti-diarrhea medicine, antacids, laxative, etc.)



Required tools and emergency supplies will again vary depending on the nature and duration of the situation and the availability of relief resources. Items marked with an asterisk (*) are also recommended to be included in an Evacuation Kit including other essential items.

- Emergency preparedness manual*
- Disposable utensils (forks, spoons, plates, etc.)
- Utility knife (multi-function)*

- Battery-powered radio & spare batteries* (batteries should be replaced annually)
- Flashlight & spare batteries* (batteries should be replaced annually)
- Cash or travelers checks*
- Portable fire extinguisher (ABC type)
- Miscellaneous hand tools (wrenches, screw drivers, pliers, etc.)
- Duct tape
- Matches in a waterproof container
- Paper & writing utensils*
- Personal hygiene items (soap, antiseptic, toilet paper, other sanitation materials)
- Sturdy shoes or boots*
- Rain gear*
- At least one complete change of clothing for each family member*
- Blanket or sleeping bag*
- Hat and gloves*
- Extra keys to vehicles, house, etc.*

Special Items is another very broad area, again dependent upon special needs that may be identified. Examples may include:

- Baby needs (formula, diapers, bottles, medications, towelettes, etc.)
- Adult medications or prescriptions* (ask your physician or pharmacist about storing prescriptions and medications)
- Extra eyeglasses, denture supplies or hearing aid supplies*
- Games or books for children*
- Important family documents (for a list, see Section III.H., Important Documents)
- Insurance information, including agent's name and contact information*
- Copy of your personal address book with important contact names and numbers

It should be remembered that those people living in or near an urban or metropolitan area may have different needs than those living in rural areas. Supplies and other resources will typically be available in a shorter time period, and relief efforts, shelters or other support activities will often be implemented more rapidly than in outlying areas.

It is wise to re-think and re-supply your kits each year, considering different needs as children grow older, changing medical conditions, new technology, etc. Kits should be stored in a convenient location, known to all family members. A smaller version of the supplies kit should be kept in vehicles.

Additional Notes:

VI. OTHER THREATS

A. Health and Disease

1. West Nile Virus

According to the Oklahoma State Department of Health, the West Nile Virus is one of several viruses spread by mosquitoes, possibly causing illness in birds, animals, and humans. It can be found in at least 44 states, including Oklahoma.

West Nile is primarily spread through the bite of an infected mosquito (usually a *Culex* species). During feeding, the virus may be injected into a human or animal where it may multiply and possibly cause disease. The incubation period in humans generally ranges from 3 to 15 days, with flu-like symptoms lasting 2-6 days. In some cases, the infection may be more severe and cause meningitis, paralysis, or encephalitis (swelling and inflammation of the brain).

People whose work and hobbies take them outdoors for extended periods, particularly when mosquitoes are most active during the early morning or evening hours, are most susceptible. Persons over the age of 50 appear to be at the greatest risk of developing severe disease complications.

Birds of the Corvidae family (crows, jays, magpies, and ravens) appear to be the most sensitive to West Nile and suffer a high death rate. Equine animals (horses, donkeys, mules, zebras) are also susceptible. Infected horses cannot transmit the virus to people or other animals. West Nile Virus infection coupled with disease has been rarely diagnosed in a variety of animals, including squirrels, bats, dogs, cats, goats, skunks, and domestic rabbits. West Nile Virus is not considered a significant health threat for dogs and cats.

The following tips are provided to reduce the risk of becoming infected with a mosquito-borne virus:

- Apply insect repellent containing 10-30% DEET to exposed skin and clothing when outdoors, especially during evening and early morning hours.
- Remove standing water from buckets, tarps, etc., as they provide a mosquito breeding ground.
- Empty and refill outdoor pet water daily.
- Rinse, clean and refill birdbaths weekly.
- Regularly maintain swimming pools and hot tubs.
- For water gardens or other ornamental bodies of water, use environmentally safe materials to prevent mosquitoes from breeding.
- Clean leaves and debris from roof gutters.
- Trim grass and weeds and remove brush to deprive mosquitoes of a habitat.
- Repair/replace all broken or damaged window and door screens.

2. Severe Acute Respiratory Syndrome (SARS)

According to the State Health Commissioner, Dr. Leslie Beitsch, “Unless you have recently traveled to countries where cases of SARS have been reported or you have had close contact with a SARS patient, you are at virtually no risk of acquiring SARS.”

SARS cases typically have fever greater than 100.4 degrees and accompanying respiratory illness. Additionally, the patient will have traveled to an affected area with community transmissions of SARS and/or contact with a suspect SARS patient. A “community transmission” refers to the spreading of the SARS illness among members of the community or general public that did not involve close contact with a known SARS patient.

As with all infectious illnesses, the first line of defense is prevention, practice careful hand washing with soap and water and avoid close contact to persons with respiratory illness.

VIII. FIRE & LIFE SAFETY INFORMATION

A. Fire Prevention

In 1995, 3640, or roughly 10 Americans per day died in home fires. Tens of thousands more were injured. A few very simple actions can help you and your family survive, should a fire begin your home.

- Install smoke alarms and keep them in working order.
- Make an escape plan and practice it.
- Consider installing an automatic fire-sprinkler system.

Many people underestimate the power of fire, and do not understand how fast it can spread. Severe burns are only one fatal danger of fire, in fact, only about one-third of home fire victims die from burns. The rest die either from inhaling smoke and poisonous gases or from a lack of oxygen.

1. Smoke Alarms

The majority of home fires that kill people happen at night. If you are asleep, the smell of smoke will not always wake you up. In fact, smoke and poisonous gasses can put you into a deeper sleep. Each home should be equipped with a minimum of one (1) battery powered smoke alarm on each level of the structure, and outside of sleeping areas, high on the ceiling or wall, with at least four (4) inches of clearance. Smoke alarms should not be installed near windows, doors or air vents where drafts could interfere with their operation.



Smoke alarms should be tested each month, and a fresh battery installed at least annually or if a repeated “chirping” is heard. Never

“borrow” a smoke alarm battery for other uses. Smoke alarms should be periodically cleaned using a vacuum cleaner without opening the cover. Special smoke alarms incorporating a light or vibrator to assist the hearing-impaired are available.

For additional information and free smoke detectors, contact the Edmond Fire Prevention Office at 359-4303.

2. Fire Escape Plan

When making an escape plan, begin by drawing a floor plan of your home, and identifying two ways out of every room, especially sleeping areas. Escape routes should be discussed with every member of your household.

Identify and agree on a meeting place where every member of the household will gather outside your home after escaping a fire to wait for emergency assistance. This allows for “counting heads” to insure that everyone is outside. Should someone be missing, their “last seen” location should be provided to the fire department upon their arrival. Never enter a burning building.

Practicing the escape plan, at least twice each year, will help insure familiarity and smooth operations. Appoint a monitor to evaluate the exercise and make sure everyone exits quickly, yet safely, without stopping to retrieve anything. Pretending an exit is blocked by fire or smoke, or practicing in the dark will add realism and enhance the benefits of the exercise.

Make sure everyone in the house can unlock all doors and windows quickly, even in the dark. Windows or doors with security bars need to be equipped with quick-release devices, and everyone in the house should know how to use them. If you live in a multi-story house and must escape from an upper story window, be sure there is a safe way to reach the ground, such as a fire-resistant fire escape ladder. If you live in an apartment building or find yourself in a

multi-story building and a fire occurs, always use only the stairs. People who have difficulty moving should have a phone in their sleeping area and, if possible, should sleep on the ground floor. Test doors before opening them. While kneeling or crouching at the door, reach up as high as you can and with the back of your hand touch the door, the knob, and the crack between the door and its frame. If you feel any warmth at all, use the secondary exit route. If the door feels cool, open it slowly and with caution by putting your shoulder against it. Be prepared to immediately close the door if flames or smoke are seen on the other side.

If you are trapped, close all doors between you and the fire. Stuff any form of cloth in the cracks around the door to prevent smoke from entering and wait at a window while signaling for help. If there is a phone in the room, dial 9-1-1 and report exactly where you are in the structure. If you are forced to exit through smoke, crawl on your hands and knees below the toxic gasses and heat, keeping your head 12 to 24 inches above the floor.

Once you have exited a burning structure, go immediately to your meeting place, and then dial 9-1-1 from the neighbor's house. Every member of the family should know how to report an emergency by dialing 9-1-1.

3. Automatic Fire Sprinkler Systems

These systems attack a fire in its early stages by spraying water only on the area where the fire has begun. Contrary to popular belief, only the sprinkler near the fire discharges water when the system is activated. Sprinklers reduce the amount of smoke and toxic gases—the number one cause of death to occupants of a burning building.

Consider including sprinkler systems in plans for new construction and installing them in existing homes.

4. Home Fire Prevention Checklist

- q Keep the stovetop clean and free of clutter.
- q Maintain all appliances in good repair, with periodic visual inspection of electric cords. Watch for signs of fraying, cracking, pinching or other potentially dangerous wear.
- q Be sure you have adequate electrical circuits for all electric appliances, especially those that produce heat or require higher amounts of electricity.
- q Be certain outlets installed near water, such as in kitchens, bathrooms, basements or outdoors, are equipped with ground fault circuit interrupters (GFCI's).
- q Have at least one ABC portable fire extinguisher. Periodically check the pressure gauge for indication of a “full charge,” and make sure there are no signs of physical damage or other problems, which could prevent proper operation.
- q Always use a fireplace screen to catch sparks or embers.
- q If burning real wood, have the chimney cleaned before each winter season.
- q Keep space and portable heaters at least three (3) feet away from combustible materials.
- q If anyone smokes, use large, deep, non-tip ashtrays. Keep matches and lighters locked away, out of children's reach.
- q Candles should be in sturdy, stable holders in locations

where they cannot be easily overturned. Never leave burning candles unattended.

- q Have your heating system serviced and inspected at least annually.
- q Kerosene heaters should be filled in a well-ventilated area, away from open flames, sparks or other potential ignition sources.
- q Make sure all paints, gasoline, or other flammable liquids are stored in approved, tightly-sealed containers away from flames, sparks, or other potential ignition sources.
- q Make sure all smoke alarms work properly and are installed in the appropriate location(s).

5. Kitchen Fire and Safety Tips

- Never leave items that are cooking unattended.
- Keep appliances clean and in good repair.
- Remove all clutter, such as potholders, dishtowels, food packaging, etc, from near any heat source.
- Keep children and pets away while cooking or using appliances.
- Avoid overloading electrical circuits and outlets.



- Watch your sleeves when cooking or using appliances.
- Turn pot handle in to prevent burns and stovetop fires.
- Heat cooking oils slowly.
- Stay alert, never cook if you have been drinking alcohol or are drowsy from medications or fatigue.
- Remember that while microwaves stay cool, the food can be extremely hot.
- Smother a grease fire using a large pan lid or another pan of larger size, and turn the heat off. Water should never be used to extinguish a cooking fire, and portable extinguishers should be applied from a distance to avoid splattering and spreading the fire.
- If a fire starts in your oven or microwave, simply close the door and turn off the heat. If the flames do not go out, dial 9-1-1 for assistance.

6. Stop, Drop, and Roll

If your clothes catch fire, do not run. Drop to the ground and roll over and over to smother the flames, covering your face with your hands.

7. Wildland Fire Prevention Tips

According to the Oklahoma Department of Agriculture, the three leading causes of wildland fires in Oklahoma are:

- Arson
- Escaped Burning Debris
- Equipment Caused



To help prevent wildland fires from damaging or destroying your home, the following tips should be followed:

- Create a “Defensible Space” around your home by changing or controlling the characteristics of surrounding vegetation. This space could help slow an approaching fire and provide space for firefighters to protect your property.
- Shrubs and tree limbs should be trimmed away from structures, especially the chimney.
- Remove all dead plant materials from around the structures, including leaves, dry grass and stacked firewood.
- Plant fire-resistive vegetation that is healthy and green throughout the year.
- When adding a deck or other attachments, consider using fire-resistive materials such as asphalt shingles, stucco, brick, rock and other masonry products.
- Keep gutters, eaves and roof clear of leaves and other debris.
- Prevent combustible materials and debris from accumulating beneath a patio deck or elevated porches by screening underneath or “boxing” them in with wire mesh.
- Mow your lawn regularly.
- Dispose of cuttings and debris promptly according to local regulation.
- Remove “ladder fuels” or those materials that could serve as a link between “un-kept” areas and your home, or those

connecting ground vegetation with treetops.

8. Outdoor Cooking Safety

Gas Grills:

- Check all connections to insure they are tight and not weathered or worn.
- Make sure the igniter is functioning properly. Using a match or lighter to light a gas grill can be very dangerous.
- Never light a grill with the cover



or lid closed. An

accumulation of gas can cause an explosion.

- Never use a grill indoors or too close to combustible materials. Indoor use of gas grills can also cause an accumulation of carbon monoxide gas.

Charcoal Grills:

- Check your grill for sturdiness. Tighten or replace any nuts or bolts that might have loosened or rusted, becoming unsecured.
- Never use a grill indoors or too close to other combustibles. Indoor use of charcoal grills can also cause an accumulation of carbon monoxide gas.
- Keep charcoal lighter fluid away from the grill once ignited.
- Never use gasoline or Coleman fuel to start charcoal.
- Make certain charcoal ashes are completely extinguished before discarding (usually 48 hours).

Avoid burn hazards by keeping children and pets away from the grill.

9. Home Heating Equipment

According to the National Fire Protection Association, heating equipment is the leading cause of fires in the home during the months of December, January and February. In 1998, there were 49,200 heating related home fires reported in the United States. These fires resulted in 338 deaths, 1,445 injuries and over 500 million dollars in property damage. Of these fires, space heaters were to blame for two out of every three reported.

Safety Tips:

- Space heaters need space. Give heaters at least 3-feet from anything that can burn. And always turn them off before going to bed or leaving the house.
- Kerosene heaters should only be filled in a well-ventilated area away from any sparks or any open flame. Only fill these heaters when they have completely cooled down.
- Fireplaces and wood stoves should be cleaned and inspected on a routine basis to insure proper working order. This will help remove creosote and other combustibles, which could pose a fire hazard. Use a fireplace screen to help prevent embers from popping out onto the floor.

If you heat your house using Natural Gas, Propane or another fossil fuels, you and your family could be at risk for Carbon Monoxide poisoning. All fossil fuel burning type-heating systems should be inspected and maintained by trained professionals yearly. In addition, the placement of a Carbon Monoxide detector in your house can alert you of any problems.

10. Utility Shut-Offs

In the event of disaster, structural damage or other emergency situations, it is important that each homeowner know the locations of utility shut-offs for their home or property. For the purpose of this section, the term “utilities” includes:

- Water
- Electric
- Natural Gas
- Liquefied Petroleum Gas (LP or LPG)

Water..

Water is typically supplied to most residences or businesses through a pressurized water distribution system connected to rural or city water “mains,” or by a personal water well. In either case, knowing how to stop the flow of water to your residence will assist in reducing water damage should a pipe rupture or be broken for any reason. Personal water wells are equipped with a valve at or near the pressure tank, in addition to other valves, which may be located where the waterline enters the structure. It is recommended that these valves be periodically “exercised” to insure easy operation and to help reduce the buildup of minerals or other deposits that may render them less-effective, should the water supply need to be stopped.

If connected to a rural or “city” water supply, service can be interrupted by closing the main valve at the meter, generally located under a small access cover near the street or other utility easement.

Electric...

A variety of methods to disconnect or discontinue the flow of electricity within a structure are utilized, and yours will depend on several factors including:

- Electrical equipment manufacturer
- Location of meter in relation to the main panel
- Age of the structure and electrical installation



For most installations, the electric panel is equipped with a main breaker, which can be “thrown” or “flipped” to the “off” position. This breaker is located in the main electrical panel, and is usually the largest of all switches, often at the top of the panel. The main electric panel is usually located in the garage, however, some are in a closet or other location within the structure.

Some panels, again depending on the manufacturer, may not be equipped with a main breaker, which will then require you to turn each individual breaker off to stop electrical flow to the structure. It should be noted that it is extremely important to have all breakers and circuits in your home labeled. Should an electrical problem become evident, being able to quickly stop the electrical flow to the affected area may mean the difference between a minor problem and something of much greater significance.

If your main panel is more than three (3) feet from the electric meter, you may have a “main disconnect” which is generally a separate box attached to the meter base with a large switch controlling electrical flow to the main panel. Electrical service to additional buildings or special circuits apart from the main structure, also being served by this meter, will typically also have a “disconnect” which will allow the interruption of power to these circuits.



If unsure of the location of the main shutoff or of the method for safely discontinuing the flow of electricity to your home, contact Edmond Electric or a reputable electrician for assistance.

Natural Gas, Liquefied Petroleum Gas (LP or LPG)...

Unless you live in a “total electric” home, natural gas or LP gas is likely used to provide heat and hot water. Should you smell gas or propane, or suspect a problem with your heating or hot water system, it is important to know the location of the shutoff valve for these fuels.



Natural gas is supplied through underground pipelines and delivered to a structure at relatively low pressures, either a few ounces or pounds per square inch (psi), depending on the type of installation. The underground pipe is connected to a “riser” leading to the gas meter, typically located near the utility easement such as a street, alley, or possibly the rear of the property, or at the point where the incoming service line enters the structure. Should the meter, valve or connecting pipes be damaged or leaking, eliminate all potential ignition sources and call 9-1-1 for immediate assistance.

Natural gas flow can be stopped by closing the quarter-turn (1/4-turn) valve between the meter and the structure, or on some installations, where the riser enters the gas meter. Remember that natural gas is lighter than air and will usually move away from the leak, but is still capable of accumulating in dangerous concentrations, particularly if wind conditions do not allow it to dissipate.



LP Gas can typically be turned off at

the top of the outdoor storage tank, by closing the valve located under the tank “dome.” Should the valve or connected piping be damaged and/or leaking, you should eliminate all potential ignition sources and call 9-1-1 for immediate assistance. Remember that LP gas is heavier than air and may accumulate in basements, cellars, ditches or other low-lying areas.

B. In-Home Hazardous Materials

Virtually every home and business contains some type of hazardous material. Whether in the form of cleaning materials, solvents, paint, pesticides, drain cleaner or fingernail polish, a wide range of “consumer products” have the potential of becoming hazardous if used or



stored improperly. These materials should always be used according to manufacturer's instructions as indicated on the label, and should never be mixed.

Children and pets should be protected by keeping potentially dangerous household products stored out of reach and in a lockable or otherwise secured location. Gasoline, paint thinner, propane and other known highly-flammable materials should be stored in approved containers, in a storage building or other location away from pilot lights or other potential ignition sources.

IX. GENERAL FAMILY SAFETY TIPS

A. Motor Vehicle Safety

According to the National SAFE KIDS Campaign, motor vehicle crashes are by far the leading cause of unintentional injury-related deaths for children ages 14 and under. Severe and serious non-fatal injuries, primarily brain and spinal cord injuries and facial disfigurement, have devastating effects on the child, the family, the community, and society as a whole.

Although air bags have saved hundreds of lives since the mid-1980's, passenger-side air bags have been known to cause serious injuries and /or death to young children. Because of this issue, children ages 12 and under should ride, properly secured, in the back seat of the vehicle. Children weighing less than 80 pounds should typically utilize a safety seat, secured in the back seat of the vehicle.

B. School Bus Safety

School busses are constructed to the some of the most rigid transportation standards known, however, because of the precious cargo they transport and the inherent nature of their stop-and-go movement, safety guidelines should be followed.



- While waiting for the bus, stand back a minimum of 10 feet from the curb.
- When the bus has stopped and the door opened, students should enter single-file, avoiding pushing or horseplay.
- Always listen to the bus driver. They are responsible for the safety of all riders.
- Keep the aisle of the bus clear of books, backpacks,

instruments, etc., which could create a tripping hazard for other occupants.

- Stay in your seat at all times, as they are designed to provide greater protection, should the bus make a sudden stop.
- Keep your head, arms, and hands inside the bus.
- Items should never be thrown from the bus, or inside the bus.
- When exiting, be sure to use the handrails to help prevent falling or tripping.
- After exiting the bus, move to the sidewalk or shoulder of the roadway, away from traffic.
- Never walk directly next to, or behind a bus. If you have to cross the road, walk at least 10 feet in front of the bus so the driver can see you. After repeatedly looking both directions, walk, do not run across the street. Make eye contact with the bus driver and other drivers to help insure they see you.

- If you drop something close to the bus, inform the driver before attempting to pick it up. The driver may be unable to see you and may move the bus potentially causing serious injury.

to the bus, inform the



C. Fire and Burn Prevention

According to statistics from the National Fire Protection Association, fires in the United States kill more than 4,500 people each year, and injure additional thousands. Children are particularly vulnerable to fire and burn injuries, including tap water scald burns, which are associated with more deaths and injuries than those caused by other hot liquids.

In some cases children engage in fire play out of curiosity without

realizing its dangers. Some use fire as a bid for attention and children in crisis may intentionally set fires as a way of acting out their anger or frustration. Left unchecked, children playing with fire can progress to more dangerous levels of injury, property loss, and even death. In 1995, more than half of those arrested in the United States on arson charges were under the age of 18.

D. Poisoning Prevention

Knowing what to do in the event of a poisoning and following proper poison prevention behaviors are an important part of home safety. Poisoning may be in the form of household chemicals, prescription and nonprescription medications, ingestion of household plants, and even improperly maintained heating or cooking appliances emitting dangerous carbon monoxide gas.

The telephone number for the Poison Control Hotline (271-5454) should be posted near all telephones in the home. If there is evidence that someone has been poisoned, the Poison Control Hotline or 9-1-1 should be

immediately contacted. Attempt to provide information regarding the material or medication involved, dosage, and other patient-related details.

Poisonous substances should always be stored in their original container, as content information from the label may be needed by health-care personnel.



- Keep all poisonous materials out of the sight and reach of children, preferable in a locked cabinet.
- If children are present in the home, remove all plants that could pose a potential health hazard.

According to the U.S. Consumer Product Safety Commission, car-

bon monoxide poisoning from the use of fuel burning appliances kills at least 200 people each year, and sends more than 5,000 to the hospital for emergency treatment. Initial carbon monoxide poisoning symptoms are similar to the flu and include dizziness, fatigue, headache, nausea, and irregular breathing. High concentrations of carbon monoxide can lead to death.

- Consider installing approved carbon monoxide detectors in the home.
- Have furnaces, water heaters, and other fuel-burning appliances inspected each year by a qualified professional.
- Fireplace flues should be opened during use to help insure adequate ventilation.
- Never use a barbecue grill or other outdoor devices, indoors.

E. Firearm Injury Prevention

According to the National Safety Council, in 1995, 170 children between the ages of 5 and 14 died from unintentional firearms injuries, principally during recreational activities or at home. Most involve guns that have been kept loaded and are accessible to children.

There are an estimated 200 million firearms in U.S. homes, including 60 million handguns. Nearly half of U.S. homes have some type of firearm and one in four has a handgun. Unrealistic perceptions of a child's capabilities and behavioral tendencies with regard to guns are common.

- Children should be instructed to immediately tell an adult if they see or find a gun, and not to touch it.
- Ammunition should be stored in a locked container, separated from the guns.

Sadly, many children believe the portrayal of shootings as seen in

movies or on television to be accurate. They simply fail to realize the significance or potential of a gun. Firearm owners and users must take responsibility for the safe handling and storage of their guns. If guns are going to be present in your home, it is important that everyone in the home participate in a firearm safety course. A reputable firearms training course should include, at a minimum:

- Proper handling of firearms, always treating them as if they were loaded.
- Always keep the firearm pointed in a safe direction, away from anyone.
- Proper firearm handling while loading it into a vehicle and while in the field or at a shooting range.
- Keep your finger off of the trigger until you have made the decision to shoot.
- Always be certain that your target and the surrounding area are safe before firing.
- Proper firearm storage, being unloaded and secured in a safe storage case. The firearm should be inaccessible to children and untrained adults. Locking devices are recommended and can be purchased at many local retail stores.
- It is unlawful to discharge a firearm in the city limits of Edmond. For hunting regulations and provisions please contact the Oklahoma Department of Wildlife.

F. Bicycle and Pedestrian Safety

Bicycles are associated with more childhood injuries than any other consumer product, other than the automobile. Each year, approximately 300 children ages 14 and under are killed in bicycle-related incidents, and 400,000 more are injured. Ninety percent of bicycle-related deaths are the result of collisions with motor vehicles. Another approximately 1,000 children are killed each year in pedestrian-related accidents.

According to the National Highway Traffic Safety Administration,



head injuries are the most serious injury type and are the most common cause of death among bicyclists. Following a few simple safety rules could prevent many of these deaths and injuries.

- When crossing a street, stop at the curb or edge of the road, never run into a street. Use crosswalks when available.
- Listen and look for traffic to the left, to the right, and to the left again.
- Wait until the street is clear, and keep watching both directions until you have crossed the street safely.
- When riding a bicycle, skating or roller blading, always wear an approved bicycle helmet (regardless of the age of the rider).
- Avoid riding bicycles at night or in locations with limited visibility.
- When riding on the street, ride in the same direction as traffic, not against.
- Obey the same traffic laws as motorists, including stopping at stop signs and using hand turn signals.

G. Water Safety

Drowning is the second leading cause of death from unintentional injuries for people ages 5 to 24, according to the National Safety Council's 1996 Accident Facts Report. Approximately 5,000 people drown each year, and for every drowning that occurs, it is estimated that there are four near-drownings that result in hospitalization. Drownings may occur during swimming, boating, hunting, fishing, and even taking a bath. Small children can even drown in a bucket of water.



Childhood drownings and near-drownings can happen in a matter of seconds and typically occur when a child is left unattended or during a brief lapse in supervision. Fifteen percent of children admitted for near-drownings die in the hospital.



Tips to help stay safe in and around water include:

- Learn how to swim at an early age.
- Wear a personal flotation device (PFD) when in or around water.
- Learn to perform CPR in case an emergency occurs.
- Follow posted rules.
- Never swim alone.
- Never dive or jump into water where you are unsure of the depth.
- Leave the water immediately if you hear thunder or see lightning.

Additional Notes:

X. CHILD SAFETY

A. General

Children are our most precious resource, and it is important to help them develop the confidence to flourish in today's environment. As parents we do everything we can to keep our children safe and to educate them about the dangers they may encounter. Children should be taught about 9-1-1, Stranger Danger and other safety issues at an early age.

An important tool for teaching children personal security is reinforcing their trust in the adults who care for them. Inform your children that they can be safer if they form good habits and follow simple rules designed for their protection and well-being. For example, never go anywhere with anyone, without their parents' permission.

Tell your children about strangers. Strangers are people that your children do not know. Teach your children that if a stranger approaches them, they should run and tell an adult such as a parent, teacher or police officer.

Discourage your children from keeping bad secrets. A bad secret is when someone tells a child to keep information from their parents. An example would be an adult offering a child candy to get into a car and then telling the child not to tell anyone. Additionally, at the earliest practical age, teach your children the following basic items:

- What an emergency is, and when to contact 9-1-1.
- How to spell their name, their address and telephone number.
- Their parents' name and various contact telephone or pager numbers.
- Where to go for safety in an emergency.

- Always keep doors locked.
- Never open doors for strangers.
- Never give information on the telephone, especially that they are alone or a parent is not at home.
- Run and scream, “help” if someone tries to make them do something that they do not want to do or know to be wrong.
- Stay near parents while in a store or other public place.
- Go to the nearest check out counter and ask a cashier for help if they get lost.

It is also a good idea to role-play with you child so that they can be familiar with some of the situations they may encounter. It is important to know how your child might react in situations. By role-playing you will be able to know what safety issues you need to reinforce.

B. Child Safety For Parents

- Never leave your child unattended or unsupervised.
- Know where your children are at all times.
- Know your children's friends, friend's addresses and telephone numbers.
- Know the parents of your child's friends, and how they can be contacted.
- Listen to your child if they tell you they don't want to be with someone, ask why.

Although parents cannot prepare children for every situation they may encounter, parents can equip their children with the tools they need to stay safe. Always remember that children learn by example and will eventually imitate the behavior that is modeled for them. For more information about safety information and presentations, please contact the Crime Prevention Office at 359-4408.

C. Babysitter Safety

Babysitting is a great way for a young person to learn responsibility and to earn a few extra dollars in the process. Learning first aid and CPR before taking a babysitting job will make you more reliable and put you in a better position to administer care should an emergency arise. There are several organizations in the metro area that offer babysitting classes, for a list of these organizations contact the Crime Prevention Office at 359-4408 or the Edmond Fire Department at 359-4303.

Part of being responsible means being able to protect both yourself and the children you are babysitting. It is important to learn a few safety tips that will help you stay safe and be better able to perform a valuable service for your friends or family. You should always know the person that you will be babysitting for, along with as much information about their children as possible. Here are a few additional questions that are important:

- Make sure you know the bed times of the children, and any other special instructions.
- Ask about medicines that the children might be taking; if possible have the parents give the medicine to the children before they leave.
- Identify any personality traits that may be important.
- After you arrive it is important to know how long you will be expected to baby-sit and make arrangements on how you return home.
- Know where the parents will be and at least one telephone number where they can be reached.

- Request a second point of contact in case circumstances for some reason prevent your contacting the parents.
- Never allow strangers into the home where you are babysitting, and unless approved by the parents in advance, you should accept no visitors, even if you know them.
- Never tell a caller that you are the babysitter. Always take a message and tell them the resident will return their phone call.
- Keep personal phone calls to an absolute minimum as the parents may attempt to call and check on their children or to provide important information. Personal phone calls can also be a distraction and cause you to not pay full attention to the children.
- Make sure outdoor lights are on and all doors are locked. It is usually a good idea to ask the resident to check them before leaving.
- Identify any special information related to the home where you are babysitting, such as alarm systems, location of fire extinguishers, first aid kit, severe weather shelters or other special features.
- Never leave the children unattended.

XI.

CRIME PREVENTION AND SAFETY

The Edmond Police Department's Crime Prevention/Community Relations Unit operates out of the Special Services Division. The purpose of the Unit is to educate citizens in safety issues and to assist them with any safety concerns they may have. Listed below are just a few of the topics the Crime Prevention/Community Relations Unit can assist with. If you have any questions please feel free to contact the Unit at 359-4408.

A. Robbery

Being the victim of a robbery is something that probably never occurs to most of us. However, since it is a possibility, each of us should consider the possibilities and be prepared. There are many steps that can be taken to safeguard yourself and your property, most of which are accomplished through easy “common sense” practices, such as always being aware of your surroundings and never making yourself an easy target. Additional tips include:

- Do not visit Automatic Teller Machines (ATM's) in remote areas.
- Only carry a purse if it is necessary.
- Purses should be carried securely, close to the body, and not loosely.
- Park in well-lighted areas.
- If at all possible, be accompanied by a friend or relative.

B. Burglary

Preventing your home from being burglarized may be as simple as locking your doors and keeping your exterior lights in proper working condition. Trimming shrubs and bushes and replacing screens may also deter a burglar. Giving your home “curb appeal” is one of

the easiest steps you can take to help keep your family safe.

The following tips may reduce your chance of being burglarized:

- Replace any burned-out light bulbs and use outdoor lighting at night.
- Eliminate “hidden” or hard-to-see areas outside of your home, especially doorways, by keeping trees and shrubs trimmed.
- Install an alarm system and learn to use it to its full capability.
- Install deadbolts on all exterior doors.
- Properly display your house numbers in an easy-to-read and highly visible location.

If your home is burglarized it is important to be able to accurately report what was taken. A list of serial numbers for all electronic equipment: TV, VCR, camcorder, camera, etc., should be provided along with photographs of valuables such as jewelry and coins. This information should be kept in a bank safe deposit box or with a trusted friend. You may prefer to record a video “walk-through” of your home, identifying and describing all property as you go and storing it in an off-site location. This documentation could prove very valuable in the event of a burglary or if your home were damaged by fire or natural event.

It is always important to identify a visitor before answering or opening the door. One way to easily identify a person is with the use of a peephole or through a window. Authorized representatives from utility companies such as City of Edmond Utility employees will wear uniforms and provide identification if requested.

C. Auto Burglary

Believe it or not, most vehicles that are stolen or burglarized are done so by amateurs. With a few easy precautions you can reduce your chances of having your car stolen or burglarized. Should your vehicle be broken into, the following steps may help minimize the damage:

- Park in your driveway, if possible, rather than on the street in front of your home.
- An unlocked car is an open invitation to a thief. Even if you are going to leave your car for just a few minutes, take a few seconds to lock it.
- Do not leave cellular phones, cameras or other valuables lying on the seat or in open sight. These items should be kept in the trunk or other less-visible location, or removed from the vehicle and taken with you.
- At night your vehicle should be parked in a well-illuminated and populated area. Try to think ahead if you park during daylight hours but are not planning to leave until after it is dark.
- Do not attach your name and address to your key ring. Should you lose your keys, that information may lead the thief to your home.
- Be careful about the personal information you keep in your vehicle. In the State of Oklahoma you are not required to keep vehicle registration in your car, only proof of insurance.

The most important tip to help avoid auto burglary is to **LOCK YOUR DOORS**. It is estimated that 60% of the reported auto burglaries in Edmond involve vehicles that are left unlocked.

D. Credit Card Theft

Most citizens enjoy the convenience of credit cards and bank debit cards. Although there are advantages to carrying and using these cards, there are precautions that should also be taken. Always know what credit cards you have by maintaining a list of the cards carried, including account numbers and contact information should the card(s) be lost or stolen. This information should be kept in a secure place such as a safe or a fire-resistant box. In the event your cards are lost or stolen you should immediately notify law enforcement and the bank or credit card company. Never provide credit card number information over the phone or online (Internet) unless you are 100% certain of the security of the person or organization to whom it is being provided.

E. Bomb Threat

In the case of a bomb threat by telephone or other communication method, an immediate call should be made to 9-1-1, preferably from a different location and phone than where the threat was received. Officers from the Edmond Police Department will respond and investigate, including an attempt to determine the legitimacy of the call. One of the decisions that will be made, in conjunction with the occupant, is whether or not to evacuate the building that is involved.

F. Crime Prevention Programs

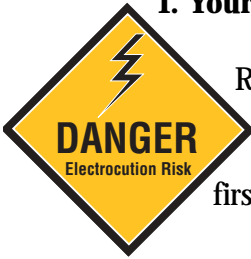
1. Crime Stoppers

The Edmond Police Department participates in Crime Stoppers, a nationally recognized program developed to help reduce crime. The program allows citizens to help fight crime by giving information on suspects while at the same time remaining anonymous. Crime

XII. ELECTRICAL SAFETY

A. Indoor

1. Your Toaster



Removing Toast. Never put anything metal into a toaster. Electricity can travel through the metal and into you. If toast is stuck, unplug the toaster first and let it cool before removing the toast.

2. Holiday Safety

Keep the holidays happy. Always turn off holiday lights and put out burning candles before your family leaves home or goes to bed. Keep trees, boxes, and wrapping paper away from anything hot, such as heaters, fireplaces, and light bulbs.

3. Don't Mix Water and Electricity

Electricity flows easily through water, so keep anything electrical (such as hairdryers, curling irons, and electric radios) away from sinks, bathtubs, and anything wet. Make sure your hands are dry before you touch electrical appliances or equipment.

4. If Someone Is Being Shocked By Electricity:

- Do not touch the person or anything they are touching.
- Do not touch the electrical object or try to move it.
- Have someone call 9-1-1 to get help.

5. Fuses and Circuit Breakers

If a fuse blows or circuit breaker is tripped, do not just replace or reset it, find out what caused the circuit to overload and correct the problem. Never replace a fuse or circuit breaker with one that exceeds the amperage rating for the involved circuit. Avoid using several high-amperage appliances, such as irons or other heat-producing appliances, on the same circuit. Never replace a fuse with a penny or any other material that conducts electricity.

6. Ground Fault Circuit Interrupter (GFCI)

A GFCI is an electronic device that constantly monitors the amount of current flowing through a circuit and cuts off the electricity at the first sign of an imbalance. Because these devices respond to excessive amperage demands faster than fuses or circuit breakers can, they protect from prolonged electrical shocks by interrupting the current flow before a healthy person can be seriously injured. They are typically installed at the electrical panel, or as GFCI outlets located outdoors, in basements, garages and bathrooms or other locations where water or dampness may be found.

7. Electrical Outlets

If you live in an older home, equipped with two-wire outlets, have a licensed electrician replace them with three-wired, polarized receptacles. Proper grounding is essential to minimize fire and shock hazards. Plugs should match outlets. Three-pronged plugs require three-pronged receptacles or a properly grounded adapter. Polarized plugs (now standard) have one prong wider than the other, and require polarized receptacles. Never cut off or bend the ground pin of a three-pronged plug, and never alter the wide prong of a polarized plug to make it fit into an outdated outlet. Protect children from electrical shock by installing plastic safety inserts in all unused outlets.

8. Appliances

All household appliances should bear the label of an independent testing laboratory, indicating they meet basic safety standards. Keep heat-producing appliances, such as space heaters, electric ranges, and irons, at least three feet from furniture, curtains, bedding, or other combustible materials. Allow plenty of air space around televisions, computers, and stereos to prevent overheating. Check your cords for safety and replace or discard any that are broken, damaged or show signs of wear. Never put extension cords under rugs, and keep them away from water, heat, or metal pipes. Pull on the plug (not the cord) when you unplug something.

9. Electrical Problem Warning Signs

Many electrical problems can be identified before they cause a fire or shock. Be alert to the following danger signs:

- Recurring problems with blowing fuses or tripping circuit breakers.
- Feeling a tingle when you touch an electrical appliance.
- Discoloration of wall outlets.
- A burning smell or unusual odor coming from an appliance or wiring.
- Sizzling or crackling sounds at wall switches or outlets.
- Flickering lights

If you cannot identify a problem inside your home, call Edmond Electric or an electrician immediately to inspect the electrical connection to your home. If you identify a warning sign, do not wait for an accident, take action immediately. Unplug a malfunctioning appliance if you can do so safely. If necessary, cut off power to the problem circuit by disconnecting the fuse or tripping the circuit breaker manually.

B. Outdoor

1. Substations

Stay away from substations. Substations have a lot of electric equipment inside that is dangerous to touch. If a ball or toy goes into a substation, call Edmond Electric at 359-4655. Never try to get it yourself.



2. Pad-Mounted Transformers

Do not sit or play on them. Pad-mounted transformers are metal boxes with electric equipment inside. If you see one that is unlocked, keep away and call Edmond Electric immediately.

3. Underground Lines

Call before digging. By calling 1-800-522-6543 two days prior to digging, Oklahoma One-Call System, Inc. will notify all underground utility companies, including Edmond Electric, and have them locate and mark their locations. Some power lines are buried under the ground. Anyone who touches an underground line could be seriously injured or killed.



4. Utility Poles and Towers

Stay away! Overhead lines carry a lot of electricity and are dangerous to touch. Never throw things at or climb on, utility poles or towers. Keep antennas and ladders at least 10 feet away from all overhead lines.

5. Tree Safety

Play safely around trees. Climb trees only where there are no overhead lines nearby. Contact Edmond Electric before cutting trees near overhead lines.

6. Fallen Lines

Stay away! If you see a fallen or low-hanging line, stay away. The line can hurt you, even if it is not sparking. Call 9-1-1 or report it to Edmond Electric right away.

7. Flying Toys

Fly them far from overhead lines. Kites, balloons, or model rockets or airplanes that touch overhead lines can cause shock or fire. Use them only in safe places such as parks or open fields, far away from overhead lines.

8. Stay Out of Electricity's Path

Electricity takes the easiest path to the ground. If you touch electricity or come into contact with something that is touching an electrical source and the ground at the same time, you become a path. Electricity will flow through you. You could be severely injured or killed.

9. General Outdoor Electrical Safety

Use only weatherproof GFCI outlets with weatherproof covers for outdoor installations. Never run outdoor extension cords across lawns for seasonal lighting displays or run any extension cord across driveways or traffic areas. Never use electrical appliances outdoors in wet weather or when the ground or grass is wet, unless the appliance is specifically designed and labeled by an independent testing lab for such use. Appliances used outdoors should be plugged into receptacles protected by ground fault circuit interrupters.

XIII. POWER OUTAGE TIPS

A. Verify the Outage

- Check lights and/or appliances in all rooms. The problem could be a tripped circuit breaker.
- Check circuit breakers in the main electrical panel, usually located in the garage or closet. When circuit breakers are tripped, they will need to be turned completely off before attempting to reset.
- Check with neighbors to see if they are also out of power. The outage could be more than just your house.

B. Call Edmond Electric

- Contact Edmond Electric at 359-4655.
- Information such as your name, location, telephone number and any observations made prior to the outage are necessary to assist with trouble shooting and possible follow-up activities.
- Upon request, an Edmond Electric representative will call you when repairs have been made to confirm that your power has been restored.
- Edmond Electric will typically be receiving numerous telephone calls when there is a large power outage, so you may get a recording. This is generally an indicator that Edmond Electric is aware of the problem. If your power is not restored in a reasonable amount of time, please repeat the phone call.

C. Protect Your Appliances

- Turn off all circuit breakers. This will prevent overloading your electrical circuits when power is restored.

- Disconnect all sensitive appliances such as VCRs, computers, TVs, microwave ovens, etc., to avoid damage from lightning or a power surge.
- Edmond Electric's *Watts Dog* system “zaps the zap” before it happens, protecting your home from power surges. Two types of protectors are available for a small monthly fee on your electric bill - both with a full manufacturer's warranty. To find out more about this program, call Edmond Electric at 359-4541.

D. Protect Your Perishables

- Open the freezer and refrigerator as little as possible. The food will stay fresh longer if the doors are not opened. A full freezer will keep food frozen up to 48 hours. If your freezer is partially full, it can keep meat frozen between 12 and 24 hours. Consider transferring some refrigerator foods to the freezer.
- Dry ice may be a suitable alternative in the event of a severe, prolonged outage. Instructions on safe handling and use of dry ice must be followed to prevent skin contact injury and food spoilage in the freezer.

E. Safety Tips

- Never touch downed lines or anything contacting those lines. They could still be energized.
- Never attempt to remove trees from power lines. Do not pile limbs or other clippings under or near electric lines or equipment.
- If electric wires have fallen on a vehicle that you are in, do not leave the vehicle. Wait until Edmond Electric confirms that the wires are de-energized.
- Do not connect a generator directly to your main electrical panel. If installed without the correct safety mechanisms,

power from the generator could flow through outside lines and possibly injure you, your neighbors, or utility crews. A licensed electrician should be contacted to assist with the installation of auxiliary generator wiring.

- Take care when lighting candles, making sure they are placed in secure holders, a safe distance from papers and clothing. Burning candles should never be left unattended.
- During a winter outage, wear several loose layers of clothes and a hat to help stay warm. Wood stoves, fireplaces or other devices specifically designed for heating should be maintained throughout the year to be ready for an emergency.
- During a summer outage, dress comfortably and use natural ventilation to keep your home as cool as possible.

F. When Power Is Restored

- Gradually start turning on circuit breakers allowing the electric system to stabilize.
- Check perishables for signs of spoilage. Do not take chances with food you are not sure about. When in doubt, throw it out.
- While the outage experience is fresh in your mind, make a list of items that you wish you had kept on hand for the emergency. Restock your emergency supplies, adding the items from your list.

As an Edmond Electric customer you are the most important part of our business. When storms or other circumstances cause an outage, we take immediate action to restore electrical service. We thank you for your patience and understanding during difficult times.

G. Service Restoration Plan

Edmond Electric's service restoration policy is to assess the damage or cause of power loss and make repairs that will restore service to the most people in the least amount of time.



High priority is given to agencies that protect life and property, such as hospitals, police and fire departments. Any situation posing a public safety risk is also taken care of as quickly as possible.

Persons who depend on life support systems should notify Edmond Electric's Utility Accounts Department before an emergency. Your electric service will be identified as a medical account and will be assigned a critical status. Medical accounts should, however, make plans for alternative sources of power and/or lodging in the event of a power outage.

Steps Of Power Restoration

- 1. Substations** - A substation is a combination of switching, controlling and voltage step-down equipment arranged to reduce transmission voltage to primary distribution voltage. Electricity is then distributed to residential, farm, commercial, and industrial customers via various circuits. Loss of power at a substation could affect as many as 10,000 customers.
- 2. Distribution Feeder Circuits** - The distribution feeder circuits serve as a source to branch circuits and are often referred to as “distribution main feeders,” “express feeders,” or “primary main feeder circuits.” The number of customers served by a single distribution feeder circuit averages approximately one fourth ($\frac{1}{4}$) that of a substation.

XIV. ANIMAL WELFARE

A. General

Animal Welfare and related Edmond Animal Shelter activities are under the direction of the Edmond Police Department. The Animal Shelter is staffed with police department employees who are responsible for the welfare of all animals within the city limits of Edmond, and offer animal adoption services. Among other duties, Animal Welfare Officers are also responsible for investigating Cruelty to Animal complaints.

If you should become separated from your pet, Edmond Animal Welfare will utilize local media to distribute a list of animals recovered as a result of an incident. Every effort will be made to ensure the information is complete and updated, however, because the information cannot be guaranteed, owners should periodically check the shelter for their pet, if missing. Edmond Animal Welfare will provide an extended hold period for such animals prior to labeling them as eligible for adoption.

B. Pets and Disaster

The best way to protect your family from the effects of a disaster is to have a disaster plan. If you are a pet owner, that plan must include your pets. Being prepared can save their lives, as well as your own.



1. Evacuation

In the event of a disaster, if you must evacuate, the most important thing you can do to protect your pets is to evacuate them too.



Because of health and safety regulations, and other considerations, pets cannot be taken to shelters designated for human relocation. Because it may be difficult to find suitable shelter locations for your pets

during a disaster, you must plan ahead.

- Contact hotels and motels outside your immediate area to check policies on accepting pets and possible restrictions on the number, size, and species. Keep a list of “pet friendly” places, including phone numbers and other contact information, with other disaster information and supplies. If you have notice of an impending disaster or significant event likely to cause you to be displaced from your home, call ahead for reservations.
- Asks friend, relatives, or others outside of your immediate area whether they could shelter your animals. If you have more than one pet, they may be more comfortable if kept together, but be prepared to house them separately if necessary.
- Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency, including 24-hour contact information.



- Assemble a Disaster Supply Kit for your pets, possibly including:
 - ✓ Current vaccination records
 - ✓ Medications and medical records
 - ✓ Sturdy leashes, harnesses, and/pet carriers to transport pets safely and to ensure they cannot escape
 - ✓ Current photos of your pets in case they become lost
 - ✓ Food, potable water, bowls, cat litter/pan, and can opener
 - ✓ Pet beds and toys, if easily transportable
 - ✓ Cleanup items for pet waste
- Act to protect your pet(s) at the first sign of danger or when early warnings are issued.
- In the event of an approaching problem, bring all pets into the house so you will not have to waste valuable time hunting for them if relocation becomes inevitable.
- Make sure all dogs and cats are wearing securely fastened collars, with up-to-date identification information. Includes your name, address and phone number in the event they become lost or otherwise separated from their home.
- Many pets are taken to animal shelters following severe weather because of damaged fences or because they escape as a result of being frightened.



Because you may not be at home when an evacuation order is issued, identify a trusted friend or neighbor who would be willing to take your pets and meet you at a prearranged location. This person

would obviously have to be comfortable with your pets, know where your pets would likely be, and know the location of the emergency pet supply kit.

Planning and preparation will enable you to evacuate with your pets quickly and safely. Keep in mind; animals may react differently under stressful conditions. While outside your home or vehicle, keep dogs securely leashed. Cats should be transported in carriers and animals should not be left unattended anywhere they could run away. Even the most trustworthy pets could panic, hide, try to escape, or even bite.

Birds should be transported in a secure travel cage or carrier. In cold weather, wrap a blanket over the carrier and if time permits, warm up the vehicle before placing birds inside. Keep the carrier in a quiet area, not allowing the birds out of the cage.



Reptiles can be transported in a pillowcase or appropriate cage, but should be transferred to more secure housing when they reach the relocation site. If they require frequent feeding, take extra food with you. A water bowl large enough for soaking, and a heating pad may also be necessary.



Small mammals (hamsters, gerbils, etc.) should be transported in secure carriers suitable for maintaining the animals while sheltered. Take bedding materials, food bowls and water bottles.

XV. CLOSING

A. Helpful Contact Information

City of Edmond, Switchboard (main)	348-8830
Edmond Emergency Management	359-4370
Edmond Fire Prevention Office	359-4303
Edmond Fire Department (non-emergency)	359-4308
Edmond Police Department (non-emergency)	359-4420
Edmond Police Department Crime Stoppers	359-4466
Edmond Police Department Crime Prevention/ Community Relations Office	359-4408
Edmond Electric	359-4655
Better Business Bureau of Central OK	239-6081
Oklahoma Natural Gas Co. (Emergency)	800-458-4251

B. Helpful Websites

City of Edmond
<http://www.edmondok.com>

American Red Cross
<http://www.redcross.org>

National Homeland Security
<http://www.dhs.gov/dhspublic/>

US Dept. of Homeland Security
<http://www.ready.gov/index.html>

Citizen Corps
<http://www.citizen corps.gov/>

OK State Dept. of Health
<http://www.health.state.ok.us/>

OK Emergency Management
<http://www.odcem.state.ok.us/>

National Weather Service
<http://www.nws.noaa.gov/>

The Tornado Project
<http://www.tornadoproject.com/>

The Weather Channel
<http://www.weather.com>

Edmond Sun
<http://www.edmondsun.com>

EMSA Ambulance Service
<http://www.emsaonline.com/>

OKC Weather
<http://www.okcweather.com/>

University of Central Oklahoma
<http://www.ucok.edu/>

Nation Oceanic & Atmospheric
Administration
<http://www.noaa.gov/>



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www.edmondok.com

Dear Residents,

It is the sincere desire of the employees of the City of Edmond to provide the highest level of customer service, including during times of challenge or peril. Should you have a question or concern, we strongly recommend that you contact the appropriate City of Edmond department or call the main telephone number for assistance.

Should you have any questions or wish to further discuss any issue or topic presented in this document, you may also contact Edmond's Office of Emergency Management for additional information and assistance. It is our firm conviction that the City of Edmond is not prepared until each individual and family is prepared.

Respectfully,

A handwritten signature in black ink that reads "David K. Barnes". The signature is written in a cursive style with a large, sweeping "D" and "B".

David K. Barnes, Director
Edmond Emergency Management

thank you

For their continued support and assistance in preparing this document, I also provide special thanks to:

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**EDMOND
EMERGENCY
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EDMOND CITY HALL

Edmond Electric is YOUR municipally owned electric utility. This means that our board of directors is YOUR City Council, its 40 employees are YOUR friends and neighbors and YOU are our stock holders.

Our dividends support vital city services, such as police and parks. More than \$5 million (approximately 11% of Edmond Electric's total revenue) is transferred each fiscal year.

Edmond Electric's power is provided from the Oklahoma Municipal Power Authority (OMPA). Our function is dis-

tribution of that power from our source to Edmond's homes and businesses.

Edmond Electric's allows our community to enjoy many amenities, such as: lower electric rates, 99.98% electric service reliability, quick response time and lower sales taxes.

We are Edmond Electric - your local consumer-owned electric utility.



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