



Morehead Park

Mobile Homes, RV Community & Storage

24221 S. Chrisman Road – Tracy, CA 95304

209-835-1455 * 209-833-0420 fax

morepark@sbcglobal.net

www.moreheadpark.com

Morehead Park Emergency Preparedness Plan (“EPP”)

Adopted: September 1, 2010

Introduction:

The following EPP is adopted by Morehead Park to provide guidelines for an orderly evacuation of the Park in an emergency, to prepare residents on how to prepare for an emergency and to provide important support information. The EPP is also intended to assist in providing a safe and secure environment during the emergency period and the return to normalcy after an emergency. The EPP intends to:

- Protect the community through an evacuation plan
- Educate Residents on how to be responsible for their own safety during an emergency

In order to carry out the intention of the EPP, Morehead Park has designated volunteer residents as “Block Captains”. Block Captains will notify residents in the event of emergency by phone or by going door to door. The Block Captains, will assist elderly, and disabled residents to safely evacuate the Park. In addition, Park Maintenance Personnel will assist when possible. (Park employees will be engaged in other emergency procedures of a global nature i.e. shut of the master gas source, clearing downed trees, and response to other potential issues in an emergency). As part of the EPP, residents have been provided with a copy of this EPP as of September 1, 2010, and the EPP is also located on the Park’s web site in the Resident’s Resource section. www.moreheadpark.com/resident-resources.html As part of the EPP, residents will regularly reminded to review the contents of the Resource pages through messages printed on their monthly bills and on the occasion, hand delivered Park communications.

Block Captains:

- 1) RV Area including House and Apartment #1: **Patrick Murphy**
- 2) Street with house numbers: 41-76: **Richard and Barbara Pifer**
- 3) Street with house numbers: 77-108: **Robert Maciejewski**
- 4) Annex with house numbers 19-40 and Apartment #2: **Lainey Piper**

The Park also provides an annual barbeque for all Residents with representatives of the Fire Department and the County Sheriff to review safety measures which Residents are encouraged.

Evacuation Plan (Park Map attached):

Due to Morehead Park's rural nature, flat terrain and 4 curb cuts which allow ingress or egress, evacuation is accomplished by exiting the Park to a safe temporary location on West Cabe Road to the south and South Chrisman Road to the east. Once evacuation of the Park is complete, Residents on Chrisman Road will be directed to move to Cabe Road due to the need for emergency vehicles such as ambulances, police vehicles or fire trucks to enter off of Chrisman Road.

The Park is divided into 4 sections. Section I, is dedicated for use by Recreational Vehicles. Section I has 2 curb cuts onto Chrisman Road and vehicles can be moved from this area on to Chrisman or away from the Park due to their motor capabilities. Section I also contains a home, an office, two restroom/shower facilities and an apartment.

Section II is referred to as the "Annex". The Annex contains spaces for both RV's and for mobilehomes. There are 22 spaces, a laundry building, an apartment and 2 wells which provide the Park's water supply. Residents evacuating from this section may exit either to West Cabe Road, or to South Chrisman Road under direction from the Block Captain.

Section III is described as a street with homes fixed and double loaded. There are 30 homes located on this street. Residents on this street will evacuate to West Cabe Road.

Section IV is described as a street with home fixed and double loaded. There are 27 homes located on this street. Residents on this street will evacuate to West Cabe Road.

Disaster Preparedness Emergency Plan Committee (DPEPC):

In order to fulfill the intentions and goals of the EPP, the following committee has been formulated to enact the EPP in an emergency. Committee members are:

Patrick Murphy, Resident Space #13
Lainey Piper – Park Resident Manager/Space #29
Robert Maciejewski, Resident Space xx
Richard and Barbara Pifer, Resident Space #44
Allan Raper – Park Maintenance Employee
Mack McGruder – Park Maintenance Supervisor
Jeff Roe – Park Owner
Jill Morehead – Park Owner

The DPEPC's responsibilities include:

- Maintaining a current list of resident's phone numbers and emergency contact information. The list is updated annually by Park Management or as Management is notified of changes.
- Committee members will review the emergency evacuation procedures and are encouraged to design or amend the plan.
- Assessing needs of elderly and disabled residents, including providing transportation for Residents unable to evacuate on their own. Park Management maintains a census of such individuals according to an annual questionnaire and has provided this to the committee members and Block Captains.
- Informing and or demonstrating to Residents how to turn off their water, electricity, gas in the event of an emergency

The EPP has identified potential Emergency or Disasters:

Potential Emergency or Disasters with higher probabilities

- Severe storms of high wind and/or rain
- Gas leak and potential explosion from gas build-up
- Earthquake (homes toppled, electrical towers toppled). Morehead Park is not located within the Alquist-Priolo Earthquake Fault Zone, however the Park is located with Zone 4, which the highest risk in California.
- Release of toxic chemicals (attached is Fact Sheet "Shelter-in-Place")
- Wild fire
- Heat Emergency (attached is Fact Sheet "Beat the Heat")
- West Nile Virus (attached is Fact Sheet "The 4 D's")

Potential Emergency or Disaster with lower probabilities

- Flood (located in a flood zone “C” which is defined as “areas outside the 500 year flood)
- Pandemic Influenza or other highly contagious diseases
- Terrorism
- Landslides
- Tsunami

Important Emergency Contact Information provided to Residents as part of the EPP:

- Morehead Park 24 Hour Emergency Phone Number: 209-601-2163
- Call 911 in event of a life threatening emergency
- Red Cross 209-833-0255 – in an emergency, if you are able to use a computer, you can list yourself as “safe and well” by going to the Red Cross web site: <https://safeandwell.communityos.org/cms/>
After a disaster, letting your family and friends know that you are safe and well can bring loved ones great comfort.
- California Emergency Management
<http://www.oes.ca.gov/WebPage/oeswebsite.nsf/Content/4CFBE30D371496C988257350005375A7?OpenDocument>
- **Hospitals in Tracy:**

Sutter Tracy Community Hospital
1420 E. Eaton Avenue
Tracy (209) 830-2135

Sutter Tracy Community Hospital
1420 N. Tracy Blvd.
Tracy (209) 832-6031

Tracy Hospital
1420 N. Tracy Blvd.
Tracy (209) 832-6000
- San Joaquin County Public Health:
<http://www.sjcphs.org/emp/emp/emp.html>
- A complete list of San Joaquin County Links and Other Resources:
<http://www.sjcphs.org/emp/LinksAndOtherSources.htm>

- Create your own personal Disaster Plan
<http://bepreparedcalifornia.ca.gov/EPO/BePrepared/IndividualsAndFamilies/Develop+a+Family+Disaster+Plan.htm>
- Department of Housing and Community Development
(916) 445-3338
- Governor's Office Of Emergency Services – Mutual Aid Region IV
(916) 262-1772
- National Weather Service (916) 979-3041

94 95 96 97 98 99 100 101 102 103 104 105 106 107 108

Rectifier
Anodes 2/6

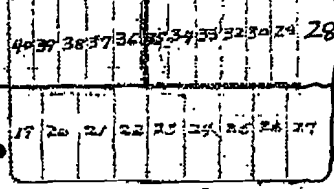
75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96

**Homes to
Exit to Cabe**

58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76

Rectifier
Anodes 2A

40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57

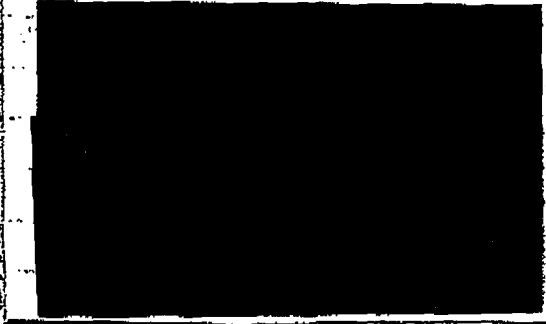


Well #2

2508
GPM
MAIN GAS SUPPLY

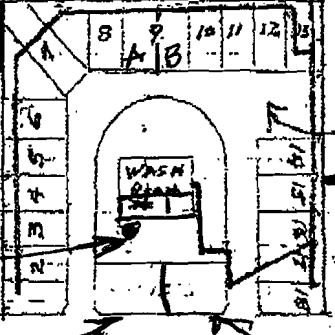
GAS SHUT OFF
& PRESSURE REG.

CABE ROAD



24221 S. CHRISMAN Road
TRACY, CA 95376
(209) 835-1455

Well #1
irrigation only



CHRISMAN ROAD

36 lba house

**RV section
to exit to
CHRISMAN**

office

RV & BOAT
Storage

Morehead
MHP,
Tracy
24221 S.
Chrisman
Rd.

**Annex
to exit
either to
Cabe
or
CHRISMAN**

RV section
mostly
Copper
MSD

TRUCK STOP
PARKING AREA

Checklist of Emergency Procedures

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, elderly individuals, and persons needing special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own Emergency Response Plan.

- Draw a floor plan of your residence and mark two escape routes from each room.
- Install safety features in your home, such as smoke detectors and fire extinguishers.
- Discuss what to do in an evacuation.
- Find the safe spots in your home for each type of disaster.
- Post emergency telephone numbers near the telephone.
- Instruct household members to turn on a battery powered radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- Teach children how and when to call 9-1-1 and a long distance contact person.
- Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.
- Keep family records in a water and fire-proof container.
- Locate the main electric fuse box, water service main, and natural gas main shut off valve to your mobilehome. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. **If you turn the gas off, you will need a professional to turn it back on.**
- Take a basic first aid and CPR class.
- Prepare a disaster supply kit.

If Disaster Strikes:

- Remain calm and patient. Put your plan into action.
- Check for injuries; give first aid and get help for seriously injured.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Check for damage to your home - use a flashlight only. **Do not light matches or turn on electrical switches**, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- If you are remaining in your home, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, gasoline and any other flammable liquids immediately.

Remember to:

- Confine or secure your pets.
- Call your family contact - **do not use the telephone again unless it is a life-threatening emergency.**
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

Earthquake:

Prior to any earthquake, each resident should preplan and practice steps they will take in the event of an earthquake. Manufactured home owners/residents need to know the physical location of piers/supports under their homes. During a severe earthquake, manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury, residents must know the location of the supports and where safe areas are located within their manufactured homes.

Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.

- Indoors: take cover under any sturdy piece of furniture or doorway or get up on a bed or couch that is against a wall.
- Stay away from windows or ceiling objects such as lighting fixtures.
- **Do not light matches** or candles.
- **Do not turn on electrical** equipment of any kind.
- Use only **battery operated** flash lights and radios.
- Outdoors: find an open area and remain there until the earthquake stops. Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses and trees.
- Listen to a self contained (battery operated) radio for emergency instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- After shocks may occur, so be prepared.

Fire Safety:

Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your families chances of survival should a fire erupt in your manufactured home.

- Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
- Plan, with the whole family, at least two escape routes from your manufactured home.
- Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan.
- Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.
- Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Be especially careful when displaying your holiday decorations.
- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of 2 and 12 years old.
- Insure your personal property. Shop around for a company that best meets your needs for renter's or home owner's insurance.
- Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box or in the refrigerator, or rent a safety deposit box at your local bank.
- Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.

In Case of Fire:

- ◆ Immediately assess the problem (where, extent involved, to assist you in exiting away from the fire source)
- ◆ Know how to use a fire extinguisher
- ◆ Get everyone out of the house **immediately**
- ◆ **Without risk to any person**, get pets out of the house
- ◆ Call 9-1-1 or the Fire Department then call the park office (from a neighbors phone) and:
 1. Give: your name, telephone number you are calling from, park address, space number where the fire is, any helpful locational directions.
 2. Describe the type/nature of the fire (gas, wood, chemical, electrical).
 3. State that the fire is in a manufactured home and report any known injuries.
 4. Turn off the gas and electricity at the home(s) affected.
 5. Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.
 6. Make sure all occupants have left the affected home and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.
 7. **Never go back into a burning home.**
 8. If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting through a door, feel the bottom of the door with the palm of your hand. If it is **hot**, find another way out. **Never open a door that is hot to the touch.**
 9. Should your clothing catch fire: **first drop...then roll. Never run.** If a rug or blanket is handy, roll yourself up in it until the fire is out.
 10. If trapped on an upper floor, hang something out of a window to signal rescuers.

Floods:

Flood *Watch* means that there is the possibility of flooding.

Flood *Warning* means that flooding has begun or is imminent.

Before:

- Know the elevation of your property in relation to nearby streams, rivers, and lakes.
- Have several escape routes planned.
- The National Weather Service continuously broadcasts updated weather conditions, warnings and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios.
- When rising water threatens, move everything possible to higher ground.
- If flooding is imminent and time permits, turn off main electrical switch. Disconnect all electrical appliances. Cover outlets with tape.
- Prepare and maintain your Family Disaster Supplies Kit.
- Most standard residential insurance policies do not cover flood loss. In flood-prone areas, the National Flood Insurance Program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.
- Secure your Liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel straps that connect to auger anchors in the ground.
- Strap and secure your hot water heater.

During:

- Take all flood warnings seriously. **Do not wait.** Get to higher ground **immediately** as flood waters often rise faster than expected.

- If time permits, take all important papers, photographs, medicines, and eye-glasses.
- If one escape route is not passable do not waste any time - try another route or back track to higher ground.
- Use travel routes specified by local officials. **Never** drive through flooded roadways. **Do not** bypass or go around barricades.
- Wear life preservers if possible. Wear appropriate clothing and **sturdy shoes**.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- Take your Family Disaster Supplies Kit with you.
- Lock your home before leaving.
- When you reach a safe place, call your pre-determined family contact person.

After Floods:

- Return home **only** after authorities say the danger of more flooding is over.
- Do not drink tap water unless it is declared safe. Boil water if unsure.
- If fresh food has come in contact with flood waters, **throw it out**.
- Do not turn on main electrical switch. First have the electrical system checked by a professional.
- A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.
- Rest often and eat well. Keep a realistic and manageable schedule. Make a list and do jobs one at a time.
- Contact the American Red Cross and get a copy of the book *Repairing Your Flooded Home*. The book will tell you how to safely return to your home and begin the recovery process.

Tornado: Although tornados are not a common occurrence in California, they have been reported.

- Pay close attention to weather reports. Know the difference between a watch (when conditions are ripe for a severe weather event) and a warning (when a severe weather event is occurring or is imminent).
- Plan where to go during severe weather - for instance, the community club house, or a relative's basement.
- When a tornado warning has been issued, **leave your manufactured home immediately**. Go to your pre-determined safe place or lie down in a low area with your hands covering the back of your head and neck.
- Be sure to keep a transistor radio - with working and extra batteries handy.
- Keep your Family Disaster Supplies Kit near an exit door.

First Aid:

- Information on first aid can be found in your local phone book or by contacting the American Red Cross.
- Utilize known persons who are medically trained (such as Doctors, Nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured.
- If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid.
- In the case where injuries are severe and movement could cause further injuries, **do not move** the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.
- Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.

Sample First Aid Kit:

- Sterile adhesive bandages in assorted sizes
- 2 and 4-inch sterile gauze pads (4-6 each)
- Hypoallergenic adhesive tape
- Triangle bandages (3)
- 2 and 3-inch sterile roller bandages (3 rolls each)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- Aspirin
- Syrup of Ipecac
- Activated charcoal (use only if advised by the Poison Control Center)

Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72 hour disaster supply kit could mean the difference between life and death. In other emergencies, a 72 hour disaster supply kit means the difference between having a miserable experience or one that's like a pleasant family camp out. In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag.

Family Disaster Supplies Kit

- 3-5 gallons of water (one gallon of water per person per day)
- Method of water purification
- Food: ready-to-eat canned meats, fruits, and vegetables; canned juices, milk, soup; high energy foods - peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods - cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags; vitamins
- Matches in a waterproof container
- Second method of starting a fire
- Tent/shelter
- Wool-blend blankets or sleeping bags (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain poncho
- Light sources
- Flashlight, batteries, and extra batteries
- Candle
- Light sticks
- Tools (pliers, hammer, screw drivers, bolt cutters)
- Pocket/utility knife
- Shovel
- Hatchet or axe
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies
- Burn gel and dressings
- Bottle of potassium iodide tablets
- Radio, batteries, and extra batteries
- Whistle with neck cord
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items
- Extra Clothing (include at least one complete change of clothing and footwear per person per day) extra socks, underwear, hat, gloves, and sturdy shoes

Family Disaster Supplies Kit (continued)

- Mess kits, paper cups, plates and plastic utensils
- Cash (at least \$20) or traveler's checks, change for phone calls
- Non-electric can opener
- Fire extinguisher: small canister, ABC type
- Important family papers (copies of birth certificates, marriage licenses, wills, insurance forms, phone numbers, credit card information)
- Sun block/sun glasses
- Portable toilet
- Insect repellent
- Tape
- Compass
- Aluminum foil
- Signal flare
- Household chlorine bleach
- Special or prescription medication
- Baby items - formula, diapers, bottles, powdered milk, medications, and favorite security items
- Games, books, toys
- Contact lenses and supplies; a spare set of contacts or glasses if available

You should inspect your kit at least twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water. Keep a light source stored in the top of your kit for easy access in the dark. Your kit should be in a portable container located near an exit of your house. A large plastic garbage can with a lid makes an excellent storage container. Make sure you have not overloaded your kit as you may have to carry it long distances to reach safety or shelter. You may want to have a backpack or duffle bag for each family member and divide up the rations in the event that family members are separated during evacuation or the disaster.

BE PREPARED, TAKE THE FIRST STEP!

PREPAREDNESS AND PUBLIC HEALTH THREATS

COLLECT THESE ESSENTIAL ITEMS TO HELP YOU

SHELTER-IN-PLACE IN THE EVENT OF AN EMERGENCY



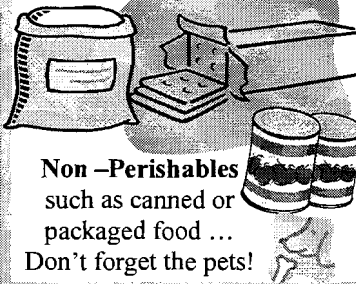
Water



One Gallon per person, per day for at least three days



Food



Non-Perishables such as canned or packaged food ... Don't forget the pets!

Clothes

One Change of clothes and footwear per person



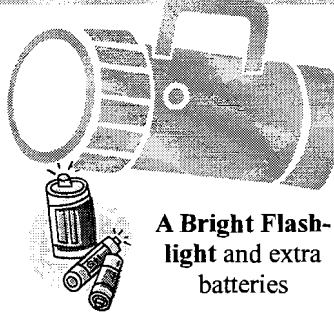
Medications



Three Day's Worth of prescription medications

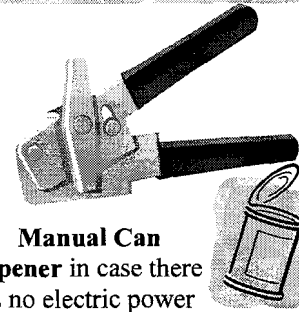


Flashlight



A Bright Flashlight and extra batteries

Can Opener



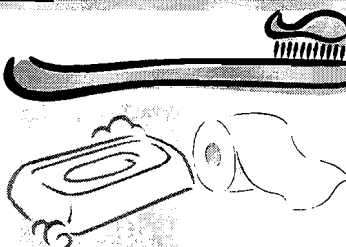
Manual Can Opener in case there is no electric power

Radio



Battery Powered Radio and extra batteries

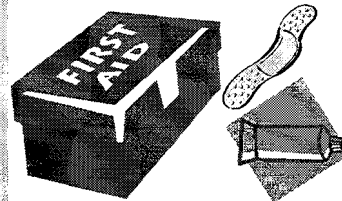
Hygiene Items



Basics like soap, toilet paper and a toothbrush

First Aid

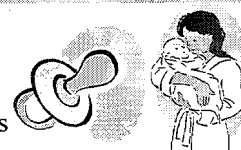
Basics like antiseptic, bandages, and non-prescription medicines



Children's Items



Infant formula and bottles, diapers and ointments, baby wipes



For more information contact the following organizations:



Public Health
Prevent. Promote. Protect.

San Joaquin County
Public Health Services
www.sjgov.org/PHS

American Red Cross

redcross.org

U.S. Department of Homeland Security

ready.gov

Federal Emergency Management Agency

fema.gov

Disaster Help

disasterhelp.gov

Centers for Disease Control

cdc.gov

San Joaquin County Office of Emergency Services

plan2survive.org



BEAT THE HEAT

Keep Cool When the Temperature Soars



Stay indoors and out of the sun, if possible. When outdoors, wear a hat or use an umbrella.



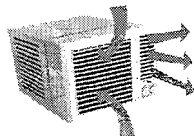
Drink plenty of water, even if you don't feel thirsty.



Avoid beverages containing alcohol or caffeine.



Dress for the Heat! Wear lightweight, light-colored, loose-fitting clothes.



Use your air conditioner or get to an air-conditioned building!



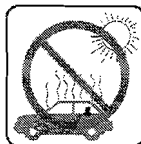
Take cool showers and baths. Use cool towels around face and neck. Keep a spray bottle with cool water handy.



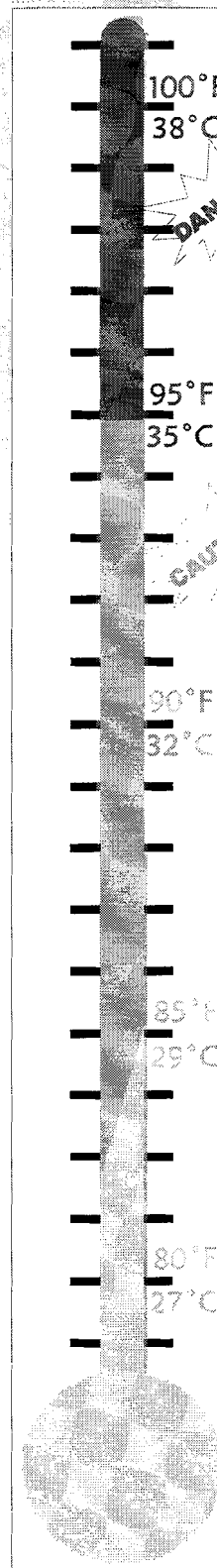
Reduce activity, especially between 11:00 am to 4:00 pm. If you must work outside, do it between sunrise and 8:00 am.



Be a good neighbor. Check on the elderly and those with special needs.



Never leave children, seniors or pets in a parked car.



HEAT-RELATED SYMPTOMS THAT REQUIRE IMMEDIATE MEDICAL ATTENTION

- ☀ Heavy sweating, muscle cramping
- ☀ Body temperature of 105°F with hot, dry skin
- ☀ Confusion or unconsciousness





American
Red Cross

FACT SHEET ON SHELTER-IN-PLACE

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family.

Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. • Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business. • Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
 - Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

[Home](#)
[Spraying Updates](#)
[Alerts & News](#)
[West Nile Virus](#)
[About Us](#)
[Programs](#)
[Operational Maps](#)
[Request Service](#)
[Staff](#)
[Location](#)
[Contact Us](#)
[Helpful Links](#)

West Nile Virus and Dead Bird Hotline
(877) 968-BIRD (2473) or online at westnile.ca.gov

West Nile Virus Prevention

When dealing with West Nile virus, prevention is your best bet. Avoiding mosquito bites reduces your risk of getting this disease, along with others that mosquitoes can carry. Take the commonsense steps below to reduce your risk:

- avoid mosquito bites;
- clean out standing water from the places where you work and play;
- work with your local mosquito control to stop mosquito development.

Something to remember: The chance that any one person is going to become ill from a single mosquito bite remains low. The risk of severe illness and death is highest for people over 50 years old, although people of all ages can become ill.

1. Defending Yourself Against Mosquitoes - The 4 D's

Drain

Drain standing water around the house weekly since it's where mosquitoes lay eggs, including: tires, cans, flowerpots, clogged rain gutters, rain barrels, toys, puddles and even unused fountains.

Dusk & Dawn

Dusk and dawn are when mosquitoes that carry the virus are most active, so limit outdoor activities or take precautions to prevent mosquito bites.

DEET

Deet is an effective ingredient to look for in insect repellents. Always follow label instructions carefully.

Dress

Dress in long sleeves and pants during dawn and dusk or in areas where mosquitoes are active.

2. Avoid Mosquito Bites

Apply Insect Repellent Containing DEET (Look for: *N,N-diethyl-meta-toluamide*)

Apply to exposed skin when you go outdoors. Even a short time being outdoors can be long enough to get a mosquito bite. For details on when and how to apply repellent, see [Mosquito Repellent](#).

Clothing Can Help Reduce Mosquito Bites

When possible, wear long-sleeves, long pants and socks when outdoors. Mosquitoes may bite through thin double layers of clothing are even better.

Get double protection: wear long sleeves during peak mosquito biting hours, and spray DEET repellent directly onto your clothes.

Be Aware of Peak Mosquito Hours

The hours from dusk to dawn are peak mosquito biting times for many species of mosquitoes. Take *extra* care to use repellent and protective clothing during evening and early morning hours. Consider avoiding outdoor activities during these times.

2. Mosquito-Proof Your Home

Drain Standing Water ([View Home](#))

Mosquitoes lay their eggs in standing water. Limit the number of places around your home for mosquitoes to develop by getting rid of items that hold water.

Install or Repair Screens

Some mosquitoes like to come indoors. Keep them outside by having well-fitting screens on both windows and doors. Offer to help neighbors whose screens might be in bad shape.

3. Help Your Community

Report Dead Birds to Local Authorities

Dead birds may be a sign that West Nile virus is circulating between birds and the mosquitoes in an area. Over 225 species of birds are known to have been infected with West Nile virus, though not all infected birds will die. It's important to remember that birds die from many other causes besides West Nile virus.

By reporting dead birds to toll free hotline 1-877-968-2473. You can play an important role in monitoring West Nile virus. Check the [Identify and Report Dead Birds page](#) to find information about reporting dead birds in your area.

Mosquito Control Programs

To find your local mosquito control agency [click here](#). The [Mosquito and Vector Control Association of California \(MVCAC\)](#) holds a wealth of knowledge on control and surveillance in California. More questions about mosquito control? A source for information about pesticides and repellents is the [National Pesticide Information Center](#), which also operates a toll-free information line: 1-800-858-7378 (check their Web site for hours).

Clean Up

Mosquito breeding sites can be anywhere. Neighborhood clean up days can be organized by civic or youth organizations to pick up containers from vacant lots and parks, and to encourage people to keep

their yards free of standing water. Mosquitoes don't care about fences, so it's important to control breeding sites throughout the neighborhood.

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