

# SPANISH FORK CITY EMERGENCY PREPAREDNESS MANUAL



## **How does Spanish Fork respond in an emergency?**

During the initial threat or occurrence of disaster within Spanish Fork, the following concepts will apply:

The "Incident Command System" will be utilized. Formal Fire, EMS, Police and Public Works Standard Operational Procedures will be in effect. In the event of serious consequence such as loss of life, great property damage, or serious disruption to public services, the Mayor of Spanish Fork City and City Administration will be notified. The Mayor may activate the city emergency operations plan and brief the City Council. City departments will follow established policies for public information release.

In the event of a city-wide or county-wide disaster, activation of the city Emergency Operations Center (EOC) will be by and under the direct authority of mayor and Council.

The Spanish Fork City EOC will be located in the Public Safety building at 789 W. Center St. Alternate locations may be established.

All EOC activities will be under the direction of the City Department Directors and Command Staff, acting by and under the authority of the mayor.

The City EOC will be staffed as needed by Department Directors and required support personnel

serving as field representatives for onsite department responsibilities. On site crews will communicate with the EOC where priorities and resources are to be distributed.

City departmental assignments will be in accordance with responsibilities assigned in this plan unless otherwise changed by the Emergency Manager, the Mayor or as needed depending on the situation. City departments will develop Emergency Operations SOP's to support this plan.

All public information will be released to the media exclusively via the Public Information Officer as official spokesperson for Spanish Fork City.

The priorities for the city are to protect and restore Community Lifelines:



### **Neighborhood, School, Congregations Preparedness**

Your participation, along with that of your neighbors, in an emergency preparedness program is vital to the preparedness of our community to meet any future disasters. Please organize your neighborhood for the purpose of giving each other, and the entire community, support in case of an emergency. Work with your neighborhoods, schools, and congregations to form a block captain program. Share your information and your resources. Reach out to Spanish Fork Emergency Management for forms you can use for communication and managing resources.

### **COMMUNITY EMERGENCY RESPONSE TEAM**



Community Emergency Response Teams (CERT) are trained to help communities mitigate disasters during the first 72 hours following a disaster when damaged roads, disrupted communications, high call volume, etc., may restrict access to First Responders. The purpose of CERT training is to provide citizens with the basic skills they will need to handle their own needs and then to respond to their communities' needs in the aftermath of a disaster. We need your help to make our community resilient and prepared!

## How do I join CERT?

Please go to this website <https://cert.hazready.com/CourseCatalog> and sign up for the FREE CERT online program. Click the RED register button. Take the online sections at your own pace, then call 801-804-4768 when you have completed it. You will then be signed up for the in-person skills class, which will be once a week for four weeknights, followed by a mock disaster on a Saturday morning. The in-person skills classes are held every April and October.

**Week 1 DISASTER PREPAREDNESS, INCIDENT COMMAND SYSTEM, CERT ORGANIZATION** — Introduction to disasters, impact of disasters on infrastructures, hazards posed by buildings and nonstructural items, the role of CERTs in disaster response, the Incident Command System, CERT strategies, tactics, and documentation.

**Week 2 DISASTER FIRE SUPPRESSION, LIGHT SEARCH AND RESCUE OPERATIONS** — Identifying and reducing potential fire hazards, basic fire suppression strategy, firefighting resources, firefighting techniques. Search and rescue priorities and resources, techniques for size-up and search, lifting, cribbing and removing victims, rescuer safety.

**Week 3 DISASTER MEDICAL OPERATIONS** — Treatment strategies for life threatening conditions and principles of triage. Head to toe assessments, treatment for head wounds, treatment for fractures, sprains, burns and other injuries.

**Week 4 DISASTER PSYCHOLOGY, TERRORISM** --- How to help offer help to those mentally traumatized, response to terrorism.

**Saturday MOCK DISASTER**

**For more questions call 801-804-4768 or go to [spanishfork.org/cert](http://spanishfork.org/cert)**

### Stay Informed (add QR code)

When a large-scale emergency or disaster occurs, the city will alert the community through the Everbridge System. You may receive a phone call, text, email, along with other processes if needed. Sign up for emergency alerts by googling “Spanish Fork City Alerts.” You can then register for specific skills or needs your family has.

<b>Skills</b>	<b>Needs</b>
<ul style="list-style-type: none"><li>• EMT</li><li>• Fluent in Another Language</li><li>• I can operate heavy equipment</li><li>• I have heavy equipment</li><li>• Medical Professional</li><li>• C.E.R.T. Trained</li><li>• Counseling / Mental Health</li><li>• Disaster Service Worker</li></ul>	<ul style="list-style-type: none"><li>• Dialysis</li><li>• Hearing Impairment</li><li>• Homecare Assistance</li><li>• Language Interpreter Needed</li><li>• Life-sustaining Equipment</li><li>• Mental/Cognitive Condition</li><li>• Mobility Impairment</li><li>• Refrigerated Medicines</li></ul>

- Service Animal Required
- Speech Impairment
- Supplemental Oxygen Required
- Vision impairment/blind



### First Aid kit ideas

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Hypoallergenic adhesive tape
- 40" triangular bandages (3)
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors and tweezers Epi pen (if allergic to bee stings)
- Sewing needles
- Moistened towelettes
- Antiseptic soap
- Antiseptic solution- Iodine compounds
- Antibacterial cream, such as Neosporin
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or lubricant
- Safety pins in assorted sizes
- Benadryl (allergic reactions)
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sun screen
- Insect repellent
- Caladryl
- First Aid Manual

#### Non-Prescription medications

- Aspirin or other pain reliever
- Anti-diarrhea medication
- Antacid (upset stomach)
- Laxative
- Personal items

### **CARE AND MAINTENANCE OF SUPPLIES**

Medicines in your emergency supplies should be carefully labeled with the name of the medicine, directions for use, and necessary warnings (i.e., POISON, "external use only, etc.) These labels should be clearly visible. All stored medicines should be placed out of reach of children, packed so as to prevent breakage, and stored in a cool, dry place. Best storage temperature should be below 70 degrees but above freezing.

Rotation of medical and emergency supplies is strongly urged to prevent waste due to deterioration and to eliminate the danger of using outdated medications.

**FAMILY EMERGENCY PLAN**

# Our Household Emergency Plan

Work together as a family to plan what you would do in an emergency.

Our Household Address:  _____ _____ _____	<b>Members of Our Household</b>	
	Name: _____	Number: _____
	Name: _____	Number: _____
	Name: _____	Number: _____

If we cannot get home, our meeting place is:

_____
_____
_____
_____

Important Phone Numbers For emergency services, call 911.  _____ _____ _____ _____ _____
---

The emergency survival kits are stored in:  _____
---

What will we do with our pets?

_____
_____

The first aid emergency kits are stored in:  _____
--

**Who will pick up the children from school or daycare?**

Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**People we need to check on:**

Name: _____
Number: _____

Name: _____
Number: _____

Name: _____
Number: _____



## 72 HOUR KIT OUTLINE

MAKE A PLAN. BUILD YOUR KIT. PRACTICE WITH IT. LIVE TO TELL ABOUT IT.

**A READY MIND IS YOUR MOST VALUABLE TOOL.** Life is one amazing adventure, isn't it? We live in an unpredictable world. We can't always control certain events or circumstances in our lives, but we can always choose our response and prepare for most emergencies or "adventures."

With the proper planning and preparation, we can be ready for almost anything life throws at us. Creating a "buffer" can mean the difference between becoming part of the emergency, or turning a potentially devastating situation into a non-event.

WATER & FILTRATION	FOOD, FUEL & COOKING	SHELTER & BEDDING	SUGGESTIONS & REMINDERS
<input type="checkbox"/> Water bottles and/or pouches <input type="checkbox"/> Water filter <input type="checkbox"/> Extra water storage containers <input type="checkbox"/> Iodine or bleach	<input type="checkbox"/> Freeze-dried/dehydrated food <input type="checkbox"/> Stove/fuel <input type="checkbox"/> Jerky, food bars, candy <input type="checkbox"/> Cooking set & utensils <input type="checkbox"/> Fire Starter(s) <input type="checkbox"/> Soap for cleaning <input type="checkbox"/> Spices <input type="checkbox"/> Olive or vegetable oil	<input type="checkbox"/> Tent <input type="checkbox"/> Sleeping bag <input type="checkbox"/> Sleeping pad <input type="checkbox"/> Tarp/ground cloth <input type="checkbox"/> Emergency Bivvy	<p>This is a basic, suggested guide and may not have all the items you need for your own kit. Add or omit items as necessary.</p> <p>When making your plan, consider the potential for local emergencies. Earthquakes, fires, floods, weather, etc.</p> <p>Develop a communications plan. Your loved ones likely will not all be together when an emergency happens. Know how to contact each other and what you will do in various scenarios.</p> <p>Deciding to stay or go: There are many variables that may affect your decision. Understand and plan for both scenarios. Use common sense, slow down, and use all available information to make the safest decision.</p> <p>In a major disaster, emergency response teams will likely be unavailable or further away than you think. Be prepared to handle things on your own until you can get to a facility or help arrives.</p> <p>Keep your morale up. Look for the positives. Stay busy. It is easy to get caught up by the "I should have's" which will quickly degrade your morale and ability to think clearly.</p> <p>Take care of yourself first. It sounds selfish, but if you aren't physically and mentally ok yourself, you won't be able to be fully present and assist others.</p>
FIRST AID	POWER/LIGHTING	HEAT/WARMTH/CLOTHING	
<input type="checkbox"/> First aid kit <input type="checkbox"/> Extra bandages <input type="checkbox"/> Pain relievers <input type="checkbox"/> Personal medications <input type="checkbox"/> Insect repellent <input type="checkbox"/> Soap/Sanitizer <input type="checkbox"/> First aid manual	<input type="checkbox"/> Flashlight <input type="checkbox"/> Headlamp <input type="checkbox"/> Rechargeable power bank <input type="checkbox"/> Portable solar panel <input type="checkbox"/> Batteries/Chargers	<input type="checkbox"/> Fire starters (3 or more) <input type="checkbox"/> Hand warmers <input type="checkbox"/> Candles <input type="checkbox"/> Emergency blanket/Bivvy <input type="checkbox"/> Wool blanket <input type="checkbox"/> Clothing appropriate for climate <input type="checkbox"/> Extra socks & underwear <input type="checkbox"/> Coat & hat	
TOOLS/EQUIPMENT	COMMUNICATION	HYGIENE & SANITATION	
<input type="checkbox"/> Multi-tool <input type="checkbox"/> Knife <input type="checkbox"/> Saw or Hatchet <input type="checkbox"/> Shovel <input type="checkbox"/> Rope/twine/paracord <input type="checkbox"/> Compass/maps <input type="checkbox"/> Fishing/hunting Gear <input type="checkbox"/> Duct tape <input type="checkbox"/> Gloves	<input type="checkbox"/> Cell phone <input type="checkbox"/> Ham, AM/FM radio <input type="checkbox"/> Batteries/chargers <input type="checkbox"/> Signal mirror <input type="checkbox"/> Flares/glowsticks	<input type="checkbox"/> Toilet paper/wipes <input type="checkbox"/> Garbage bags <input type="checkbox"/> Toothbrush/toothpaste <input type="checkbox"/> Razors <input type="checkbox"/> Soap/sanitizer <input type="checkbox"/> Hand/body soap & shampoo <input type="checkbox"/> Towel/washcloth <input type="checkbox"/> Feminine products <input type="checkbox"/> Laundry soap	
PERSONAL/DOCUMENTS	ENTERTAINMENT	SECURITY & PROTECTION	
<input type="checkbox"/> ID's <input type="checkbox"/> Legal documents <input type="checkbox"/> Insurance cards <input type="checkbox"/> Cash/credit cards <input type="checkbox"/> Deeds/wills	<input type="checkbox"/> Journal/notepad <input type="checkbox"/> Pen/pencil/marker <input type="checkbox"/> Reading books <input type="checkbox"/> Playing cards <input type="checkbox"/> Games	<input type="checkbox"/> Knife <input type="checkbox"/> Personal firearm & ammunition <input type="checkbox"/> Whistle <input type="checkbox"/> Pepper spray	
<p><b>WHERE SHOULD I STORE MY KIT?</b>            Keep your kit in an easy to access location that is close to an exit. Locations might include: coat closet, vehicle, garage, or under your bed. Know where it is at all times. If your kit contains heat sensitive items such as food or fuel, your storage location should stay room temperature or cooler.</p> <p><b>WHEN SHOULD I ROTATE MY SUPPLIES?</b>            Most items should be rotated about every 5 years or so. Depending on the type of food you have, it may last longer or shorter. Adhesives, medications, pre-packaged water, batteries, toiletries, and other perishables may need to be replaced sooner (2-3 years). Review contents and re-think your plan and kit at least once per year.</p> <p><b>WHERE CAN I GET MORE INFORMATION?</b>  <a href="http://www.sophosurvival.com">www.sophosurvival.com</a>    <a href="http://www.ready.gov">www.ready.gov</a>    <a href="http://www.fema.org">www.fema.org</a>    Local police/fire station</p>			

## EARTHQUAKES

### **Before an Earthquake**

1. Store water and food supply
2. Organize a 72-hour portable emergency kit
3. Bolt down water heaters and other appliances
4. Consider earthquake insurance

### **During an Earthquake**

1. STAY CALM
2. If you are indoors, stay inside and find protection under a desk or table, away from windows; avoid masonry wall (brick) and chimneys (fireplaces)
3. Outside: Stand away from buildings, trees, telephone and electrical lines
4. On the road: Drive away from underpasses/Overpasses; stop in a safe area; stay in the vehicle.

### **After An Earthquake**

1. Evacuate if safe to do so, once the shaking has stopped.
2. Check for injuries. Provide first aid.
3. Return only after the building has been declared safe by the appropriate authorities.
4. Tune radio to an emergency station and listen for instructions from public safety agencies
5. As soon as possible, notify your family you are okay.
6. Have professionals check for safety- gas, water, sewage breaks; check for building damage and potential safety problems during aftershocks, such as cracks around chimney and foundation; check for fires and contain/cleanup dangerous spills
7. Only turn off gas if you smell or hear a gas leak.
8. Do not use matches or open flames in home until you are sure there are no gas leaks
9. Don't turn light switches off and on. Sparks created by the switch contacts can ignite gas fumes
10. Report damages to your block captain and help your neighbors if you can.

### **Things you need to know**

1. How, where and when to turn off electricity, gas and water
2. First aid
3. Plan for communicating and reuniting with your family
4. Plan and practice a family drill at least once a year

## **FIRE**

### **Before**

1. Make sure home is free of combustible materials
2. Don't run wires under carpets or rugs
3. Know 2 or more escape routes. Create a family plan and have frequent fire drills
4. Teach your kids how to dial 911 and your home address
5. Establish a meeting place and communication plan
6. Purchase fire extinguishers for your home and garage
7. Install smoke/carbon dioxide alarms in your home. Make sure smoke detector batteries are changed every 6 months, and that the detector is not older than 10 years. Reach out to the local Red Cross for free smoke alarms.

### **During**

1. If you are outside do not return for anything
2. Go to the nearest house or building and call the fire department by dialing 911.
3. If you are inside, make sure everyone is out.
4. If you are in a closed room or office, do not open the door without first feeling the bottom of the door. If it is warm or hot, do not open it
5. If there is smoke coming under the door, use clothes, sheets etc to stop the smoke from coming in.
6. If you are at home and there is a window stay close to the floor and exit through the window if necessary.
7. If you should catch fire, Stop, Drop, Roll.
8. If you see someone on fire, use a coat or blanket to smother the flames
9. Watch to see that children don't go back inside to rescue a pet or prize possession
10. Turn off the gas and electricity, from the outside of the house, if possible
11. In a public building, follow the established evacuation procedures.

### **After**

1. Do not re-enter the building unless appropriate authorities have given permission
2. Contact the Red Cross for assistance
3. Plan and practice a family drill at least once a year.

## **FLOOD**

### **Before Flood**

1. Know the elevation of your property in relation to flood plains, streams, and other waterways. Determine if your property may be flooded.
2. Make plans for evacuation routes
3. Store food and water and critical supplies (prescriptions, insulin, etc.) above ground
4. Fill your car with gas in case you must evacuate
5. Move essential documents and other items to higher elevation if time permits
6. Have a portable radio and flashlights with extra batteries
7. Open basement windows to equalize water pressure foundations and walls
8. Secure house
9. Consider flood and earthquake insurance

### **Evacuation**

1. Listen to local radio or TV for weather information or dial 801-524-5133
2. If you are asked to evacuate, follow local evacuation plan and routes. Look for updates from the city
3. Do not attempt to drive over a flooded road, watch for possible flooding at bridges dips and low areas. Watch out for damaged roads slides and fallen wires
4. If you must drive, drive slowly in water use low gear
5. If driving and vehicle stalls, abandon it immediately and seek higher ground
6. Do not attempt to cross a stream on foot where water is above your knees
7. Register at your designate Evacuation Center and remain at the evacuation center until informed that you may leave.

### **After the Flood**

1. Remain away from evacuated area until public health officials and buildings inspector have given approval
2. Check for structural damage before entering
3. Make sure electricity is off. Watch for electrical wires
4. Do not use an open flame as a light source because of possibility of escaping gas. Use flashlights. Beware of dangerous sparks
5. Do not use food that has been contaminated by flood waters
6. Test drinking water for portability.

*Your evacuation Center location will be given to you by the city or Red Cross.*

## **HIGH WINDS**

### **Before the High Winds**

1. Make sure materials and other items are secured outdoors.
2. Keep radio and/or television on and monitor for wind advisories.
3. Have a supply of flashlights, spare batteries, candles, first aid equipment, medicines, etc., available for emergency use.

### **During High Winds**

1. Take shelter indoors
2. Stay out of areas where you may be hit by airborne objects

### **After Winds Subside**

1. Inspect for structural damage.
2. Check all utilities for damage and proper operation.
3. Monitor radio and television for instruction from local authorities.
4. Report damage and needs to your Block Captain.

## **POWER OUTAGE**

### **Before the Power Outage**

1. Learn the location of fuse box or circuit breaker.
2. Store candles, flashlights and extra batteries in a handy place. Have a heat source and blankets available.
3. Have food and water supplies on hand, since the outage may last awhile. Have non-perishable food that can be cooked on propane stoves. Store at least 1 gal. of water per person, per day.
4. Know the location of all camping equipment (stove, lantern, sleeping bags). You may need them. Make sure the equipment is operational and that you know how to use them. REMEMBER THAT CAMPING EQUIPMENT REQUIRING GASOLINE, PROPANE, WHITE GAS, COLEMAN FUEL OR CHARCOAL BRIQUETS SHOULD NOT BE USED INSIDE THE HOUSE – ONLY OUTSIDE.
- 5: Keep adequate supply of fuel on hand. Fuel must not be stored or used in the house or garage, as they are too volatile.

### **During the Power Outage**

1. Unplug all your appliances. The surge of power that comes when power is restored could ruin your appliances.
2. Turn off light switches.
3. A major problem during an outage is food thawing in the refrigerator or freezer. Open door only to take food out, and do so as quickly as possible. If you have access to dry ice, place it in a cardboard box and then on top of food.
4. When using camping equipment during an outage, remember to do so outside.
5. Report any downed lines.
6. Do not allow children to carry lanterns, candles or fuel.

### **After the Outage**

1. When power is restored, plug in appliances one by one, waiting a few minutes in between

- each one. This may prevent an overload on the system:
2. Be patient: Energy may first be restored to critical infrastructure around the city.
  3. Examine your frozen food. If it still contains ice crystal, it may be refrozen. If meat is off color or has an odd odor, throw it away.

## **THUNDERSTORM AND LIGHTNING**

1. When a thunderstorm or lightning occurs, get inside a home or building, stay indoors and don't venture outside unless absolutely necessary.
2. Stay away from open doors and windows, fireplaces, radiators, stoves, metal pipes.
3. Don't use plug-in electrical equipment such as hair dryers, electric blankets or electric razors during the storm.
4. If outside, with no time to reach a safe building or an automobile, follow these rules:
  - Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area
  - Avoid standing above the surrounding landscape, as you would do if you were standing on a hilltop, in an open field, on the beach, or fishing from a small boat.
  - Get out of the water and off small boats.
  - Get away from tractors and other metal farm equipment.
  - Stay away from wire fences, metal pipes, rails, exposed sheds or anything that is high that would conduct electricity. Don't use metal objects like fishing rods and golf clubs

### **First Aid**

1. Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and may be handled safely.
2. A person struck by lightning can often be revived by prompt Cardio-pulmonary resuscitation (CPR). Call the city for CPR classes.
3. Call 911 and get them help immediately.

## **WINTER STORMS**

### **Before the Storm**

1. Arrange for emergency heat supply in case of power failure.
2. Prepare automobile, battery-powered equipment, food, heating fuel and other supplies.
3. Prepare a winter survival kit. You should have the following items in your car: Blankets or sleeping bags, flares, high energy foods (candy, raisins, nuts, etc.), first aid kit, flashlights, extra clothing, knives, compass, emergency candles and matches, maps, jumper cables, tow chain, shovel, windshield scraper, sack of sand or kitty litter.
4. Your car will help you keep warm, visible and alive should you be trapped in a winter storm.
5. Keep car fuel tank above half full.

### **During and After the Storm**

1. Dress warmly. Wear multiple layers of protective, loose-fitting clothing, scarves, mittens and hoods.
2. Avoid travel, but if you become stranded, stay in your vehicle – Use a high visibility vest or flare to get someone's attention if you're stuck.
3. Avoid overexertion. Heart attacks are a major cause of death during and after winter storms. Shoveling snow or freeing stuck vehicles can be extremely hard work. Don't overdo it!
4. Be prepared for isolation at home. If you live in a rural area, make sure you can survive at

home for a week or two in case a storm isolates you and makes it impossible for you to leave.

*If a Warning is issued. The Storm is Imminent. Know Winter Words of Warning*

1. WATCH. A winter storm is approaching.
2. FLURRIES; Intermittent snowfall that may reduce visibility.
3. SLEET is small particles of ice, usually mixed with rain. If enough sleet accumulates on the ground, it will make the roads slippery.
4. HEAVY SNOW is when four or more inches are expected within a 12-hour period.
5. FREEZING RAIN is forecast when expected rain is likely to freeze as soon as it strikes the ground, putting a coating of ice or glaze on roads and everything else that is exposed. If a substantial layer of ice is expected to accumulate from the freezing rain, an ICE STORM is forecast.
6. A BLIZZARD is the most dangerous of all winter storms. It combines cold air, heavy snow and strong winds that blow the snow about and may reduce visibility to only a few yards. Winds 35 mph. Temperature 20 degrees F. or less.

A SEVERE BLIZZARD WARNING means that a very heavy snowfall is expected, with winds of at least 45 mph or temperatures of ten degrees or lower

### Resources

Follow Spanish Fork on social media:

- Facebook: @Spanish Fork Public Safety @Spanish Fork City
- Instagram: @Spanishforkcity

You can now text the City at [spanishfork.org](http://spanishfork.org)!

#### EMERGENCY NUMBERS

EMERGENCY PREPAREDNESS: 801-804-4768

FIRE, POLICE AND MEDICAL EMERGENCY — DIAL 911

FIRE: 801-804-4750

POLICE: 801-804-4700

AMBULANCE: 801-804-4632

POISON CONTROL CENTER — 1-800-222-1222

UTILITY EMERGENCY: 801-804-4440

NATIONAL WEATHER SERVICE: 801-524-5133

[spanishfork.org](http://spanishfork.org) ⇔ Departments ⇔ Public Safety ⇔ Emergency Preparedness: Emergency Preparedness guide

Sign up for City Alerts through Everbridge. Google: Spanish Fork City Alerts

[www.fema.gov](http://www.fema.gov) and <https://www.ready.gov/>

For HAM radio classes email [nojiratz@hotmail.com](mailto:nojiratz@hotmail.com)