Emergency Preparedness
Earthquake Readiness
Fire Safety
Crime Prevention
First Aid
Resources

City of Arcadia
Dear Arcadia Resident:

Thank you for taking the time to read through this handbook. We hope you will take the suggestions provided to heart and make a serious effort to plan and prepare for an emergency or natural disaster that could occur at any time. Having a plan and supplies in place is critical to your well-being, and possibly survival, should a catastrophic event take place in or near Arcadia.

The City of Arcadia spends many hours working on disaster plans, training employees and volunteers, conducting drills and otherwise preparing for an emergency. Our goal is to reduce as much as possible the negative impacts such a situation would have on the city. Think about it — what will happen if the roads are blocked, power lines go down, trees fall, water tanks or the sewer system break, city facilities and equipment become unreachable or inoperable, traffic signals don’t operate, public safety communication equipment malfunctions…what if City employees and first responders are not able to get to Arcadia because of road blockages or other problems? All of these things and more are analyzed and plans put in place to deal with the various types of things that could happen. Just like you need a plan for yourself and your family, the City needs one to deal with the entire community.

Something to keep in mind, and this has been seen nationally on several occasions, is that even the most prepared government agency will not be able to respond and/or assist everyone immediately after a disaster. The first job of public safety agencies is to assess the overall damage to the community and determine an appropriate response for the entire area. This is why we ask residents to make sure you have your own disaster plan in place. Your goal should be to have enough supplies and food on hand to survive for at least one week on your own, and preferably longer. The City of Arcadia and other local agencies will certainly do everything possible to assist, but if a major disaster were to occur it is important to remember that resources will be extremely limited.

Thank you again for your attention to this important matter. If you have questions or want additional information about emergency preparedness, please feel free to call the Arcadia Fire Department at 574-5100 or the Arcadia Police Department at 574-5174.

The Arcadia City Council
1. **Make a plan**

Planning ahead is the first step to a calmer and more assured disaster response.

**1. Talk** Discuss with your family the disasters that can happen where you live. Establish responsibilities for each member of your household and plan to work together as a team. Designate alternatives in case someone is absent.

**2. Get a communication plan** Choose two places to meet after a disaster:

- **Right outside your home**, in case of a sudden emergency such as a fire.
- **Outside your neighborhood**, in case you cannot return home or are asked to evacuate your neighborhood.

Choose a relative who lives at least 100 miles away who can be contacted by all family members. Have everyone carry this contact information with them at all times.

Get to know the emergency plans for your child’s school or daycare center.

**3. Learn** Each adult in your household should learn how and when to turn off utilities such as electricity, water and gas. Ask someone at the Fire Department to show you how to use the fire extinguisher you store in your home.

**4. Check supplies** Review your disaster supplies and replace water and food every six months.

Try to keep a full tank of gas in your car in case evacuation is necessary.

**5. Tell** Let everyone in the household know where emergency contact information is kept. Make copies for everyone to carry with them. Be sure to include an out-of-town contact. It may be easier to call out of the area if local phone lines are overloaded or out of service. Keep the information updated.

**6. Practice** Practice evacuating your home twice a year. Drive your planned evacuation route and plot alternative routes on a map in case main roads are impassable or gridlocked. Practice earthquake and fire drills at home, school and work.

Keep a copy of the evacuation route map near your child’s door at their eye level so they can review it when needed.

2. **Build a kit**

What you have on hand when a disaster happens can make a big difference. Plan to store enough supplies for everyone in your household for at least a week. If possible, plan for 8-14 days.

Store your disaster supplies in a sturdy but easy-to-carry container, sealed with tape. A large covered trash container, overnight backpack or duffel bag will work. Keep a smaller version of the kit in your vehicle. If you become stranded or are not able to return home, having some items with you will help you be more comfortable until help arrives.

**Checklist on page 8.**

3. **Get trained**

Learning simple first aid techniques can give you the skills and confidence to help anyone in your home, your neighborhood and at work.

When a major disaster occurs, your community can change in an instant. Loved ones can be hurt and emergency response can be delayed. Make sure that at least one member of your household is trained in first aid and CPR.

Contact your local American Red Cross chapter (447-2193) or the Arcadia Fire Department (574-5100) for class descriptions, times, costs and information about first aid, CPR and Community Disaster Education.
Earthquakes

Living in California brings the real possibility of earthquakes. While they can be disastrous events, there are many things you can do to keep your family safe.

Preparing a family earthquake plan:

• Know the locations of the nearest police and fire stations.

| Police Station | 250 W. Huntington Dr. |
| Fire Station 105 | 710 S. Santa Anita Ave. |
| Fire Station 106 | 630 S. Baldwin Ave. |
| Fire Station 107 | 79 W. Orange Grove Ave. |

• Make copies of vital records and keep them in a safe deposit box in another city or state. Make sure your originals are stored safely. Keep a copy of important documents in your emergency supply kit.

• Make a record of your personal property for insurance purposes. Take photos or video of the interior and exterior of your home. Include personal belongings in your inventory.

• Include your pets, babysitter and other household help in your plans.

• Prepare first aid and survival kits.

• No matter where you are, know how to protect yourself and your family during an earthquake. Practice taking cover as if there were an earthquake and learn the safest places at home and at your work. Practice getting out of your home and check to see if the planned exits are clear and if they can become blocked in an earthquake. Practice turning off your electricity and water. Know how to turn off the gas, but do not practice this step.

For your safety, in the event of an earthquake, once you turn off your gas only your utility company should turn it back on.

During a quake:

• Stay away from heavy furniture, appliances, large glass panes, shelves holding objects and large decorative masonry, brick or plaster such as fireplaces.

• Keep your hallway clear as it is usually one of the safest places to be during an earthquake.

• Stay away from the kitchen and garage which tend to be the most dangerous places because of the many items kept there.

• When in a high-rise building, move against an interior wall if you are not near a desk or table. Protect your head with your arms. Do not use the elevators.

Getting Prepared!

Earthquakes are a scary thing, but they are unfortunately a daily hazard of living in Southern California. In addition to getting your emergency kit and family earthquake plan ready, there are some other things you can do to minimize damage and injury when an earthquake occurs.

• Bolt down and secure to the wall studs your water heater, refrigerator, furnace and gas appliances. Consider an automatic gas shut-off valve that is triggered by strong vibrations.

• Place large or heavy objects on lower shelves. Fasten shelves, mirrors and large picture frames to walls. Brace high and top-heavy objects.

• Store bottled food, china and other breakables on low shelves or in cabinets that fasten shut.

• Anchor overhead lighting fixtures.

• Be sure your home is firmly anchored to its foundation.
Earthquakes

- **When outdoors**, move to a clear area away from trees, signs, buildings or electrical wires and poles.

- **When on a sidewalk near buildings**, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.

- **When driving**, pull over to the side of the road and stop. Avoid over and underpasses and power lines. Stay inside your vehicle until the shaking stops. Proceed cautiously once the earthquake has stopped, watching for road and bridge damage.

- **When in a crowded store or other public place**, move away from display shelves containing objects that could fall. Do not rush for the exit.

- **When in a stadium or theatre**, stay in your seat, get below the level of the back of the seat and cover your head with your arms.

- **When in bed**, stay in bed, hold on and protect your head with a pillow. Go to the nearest safe place if you are underneath a light fixture.

**After a quake:**

- Stay calm and assess your situation. If you are injured or trapped, call out for immediate help. Bang on the floor, on a pipe or blow a whistle until you are found. Shout only as a last resort – shouting can cause you to inhale dangerous amounts of dust.

If you are OK, check on the other people in your home. Seek help if others are injured. Do not attempt to move a severely injured person by yourself.

- Use a handkerchief or clothing to cover your mouth to avoid inhaling dangerous dust.

- Use a flashlight. Do **not** strike a match or use a flame of any kind.

- Check for gas leaks and turn off the gas using the main valve. Once the gas is turned off, never attempt to turn it back on yourself.

**For your safety**, always shut off the gas before the electricity.

- Be prepared to turn off the water until authorities say it is safe for drinking. Cracked lines may pollute the water supply, so use the shut-off valve for the water line that enters your house.

- Electrical sparks might ignite leaking natural gas. You may need to shut off your electricity at the electrical circuit box.

**For your safety**, always shut off the individual circuits before shutting off the main circuit breaker.

- Put on protective shoes and clothing and prepare for falling debris with aftershocks.

- Open cabinets cautiously. Be aware of objects that can fall off shelves.

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**Duck, Cover and Hold**

**DUCK** or drop down on the floor.

Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

If you take cover under a sturdy piece of furniture, **HOLD** onto it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
Hazardous Chemicals

Guidelines for buying, storing and using hazardous household chemicals safely:

- Buy only as much of a chemical as you think you will use.
- Keep hazardous materials in their original containers with their original labels.
- Keep hazardous chemicals out of the reach of children and pets. Some chemicals are especially sweet and enticing, however they can cause serious illness or death.
- Never mix household hazardous chemicals or waste with other products. Incompatible chemicals such as chlorine bleach and ammonia may react, ignite or explode.

- If you have hazardous chemicals of which you would like to dispose, look for a HHW (Household Hazardous Waste) pick-up event. Call (888) CLEAN-LA or check out www.888cleanla.com for the next date in the area.

When dropping off chemicals at a HHW event, keep each chemical in its own container, clearly labeled, and put them in a box in your trunk. As you drive in they will be safely removed and disposed of for you.

- Never smoke while around hazardous materials.
- Never use hair spray, cleaning solutions, paint products or pesticides near an open flame. Although you might not be able to see or smell them, vapor particles in the air could catch fire or explode.

- Clean up any spills immediately. Use rags to clean up the spill. Allow the fumes in the rags to evaporate outdoors, then dispose of the rags by wrapping them in newspaper and placing them in a sealed plastic bag in your trash can.

- Post the number of the Poison Control Center by all telephones. The National Poison Control number is (800) 222-1222.

Recognize the symptoms of toxic poisoning:

- Difficulty breathing
- Irritation of the eyes, skin, throat or respiratory tract
- Changes in skin color
- Headache or blurred vision
- Dizziness
- Clumsiness or lack of coordination
- Cramps or diarrhea

During a household chemical emergency:

- If there is danger of fire or explosion, get out of the building immediately. Call the Fire Department from outside once you are safely away from danger.
- Stay upwind from the building to avoid breathing toxic fumes.
- If someone has been exposed to hazardous chemicals, find the containers of the substance and have it available in order to provide information to emergency medical personnel.
- Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

National Poison Control Center: (800) 222-1222
Federal, State and local government agencies – from the President down to the local first responders – are diligently working to protect us from potential terrorist actions. Terrorists seeking to instill fear in the community will be less successful if citizens are confident they know how to respond to an attack.

Prepare for a terrorist attack as you would for any emergency situation by making a plan, preparing survival and first aid kits, etc.

**If there is an explosion:**

- **Remain calm.**
- **Do not use matches or turn on electrical switches in your home. Use a flashlight to check for damage or care for the wounded. If there is damage, do not try to repair it as there may be additional unknown hazards.**
- **Be alert to gas leaks. If you smell gas, turn off the main gas valve. Open windows, doors and move outside.**
  - **Take shelter against a desk or sturdy table. Move away from glass doors and windows. Stay away from heavy standing objects such as bookcases, china cabinets, etc. When exiting the building, don’t use elevators and make sure to move away from the building quickly as it may collapse.**
  - **If you are outside at the first flash or blast, hit the ground and get as low as possible to avoid debris and smoke. Seek shelter and expect another explosion.**
  - **If you are in a vehicle, calmly drive out of the immediate area if possible. Then pull over and park, avoid over and underpasses, bridges, power lines and other hazards.**
  - **If you are using mass transit prepare for rapid movements. Remove eyeglasses and sharp objects. Assume a crash position with your head between your knees.**

**If you are trapped by debris:**

- **Remain calm.**
- **Cover your nose and mouth. Cotton fabric can act as a filter.**
- **Avoid unnecessary movement.**
- **If available use a flashlight to signal rescuers.**
- **Tap on a pipe or wall so rescuers can hear you. If available, use a whistle to signal rescuers. Shout only as a last resort as this could cause you to inhale dangerous amounts of dust.**

**Biological Threat**

If you become aware of an unusual or suspicious release of an unknown substance nearby, it doesn’t hurt to protect yourself.

1. Get away from the substance as quickly as possible.
2. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.
3. Wash with soap and water and contact authorities.
4. Watch TV, listen to the radio, or check the internet for official news as it becomes available.

**Shelter in place:**

In the advent of a terrorist attack or other emergency, citizens should remain at home or in their office and not venture out onto roads which should be kept clear for emergency vehicles. You should remain in a safe location as additional explosions are a possibility and especially if chemical, biological or radiological contaminants have been released into the environment. Monitor radio and TV news reports for official instructions. Seek refuge in an interior room above ground to prevent exposure to harmful chemicals seeping through the foundation.

**If news reports recommend staying in your location:**

1. Bring all family members and pets inside.
2. Lock the doors and close windows, air vents and fireplace dampers.
3. Turn off fans, air conditioning and forced air heating systems.
4. Take your emergency survival kit into the designated room.
5. Continue to monitor reports for further instructions.
First Aid Kit

- Hydrogen peroxide to wash and disinfect wounds
- Antibiotic ointment for dressing wounds
- Individually wrapped alcohol swabs
- Antacids
- Aspirin and non-aspirin tablets
- Prescriptions from doctor for any long term medications (keep these current)
- Diarrhea medicine
- Laxatives
- Syrup of Ipecac (to induce vomiting)
- Vitamin supplements
- Eye drops
- 4"x4" gauze dressings
- Ace bandages
- Bandages and splinting materials
- Rolled gauze, one each of 1", 2" and 3" wide
- Cotton-tipped swabs
- Adhesive tape roll ½" or 1" wide
- Bandage, sterile roll 2"x4" wide
- 3 large triangular bandages (36"x36"x50")
- Instant cold packs for sprains and burns
- Ammonia inhalant (smelling salts)
- Instant hand sanitizer
- First aid book
- Disposable gloves
- Sugar packets
- Burn cream
- Thermometer
- Writing materials – pen, pencil and paper
- Scissors
- Tweezers
- Soap
- Sunscreen lotion
- Plastic bags
- Plastic spoons, knives and forks
- Paper plates and cups
- Waterproof matches
- Safety pins
- Needle and thread
- Mylar space blankets
- Pocket knife, multi-function knife
- Pre-moistened handy wipes
- Safety glasses
- Dust masks
- Work gloves
- Fire extinguisher(s) (A-B-C type)
- Tools: wrench, pliers, hammer, axe, shovel, screwdriver
- Manual can opener
- Food preparation materials
- Flashlight, lantern, candles
- Whistle
- Warming packs
- Portable radio and batteries
- Extra batteries of all sizes
- Food and water (see page 9 and 10)
- Toilet paper, tissues, paper towels
- Tarp
- Survival guide
- Household liquid bleach
- Duct tape
- Personal effects, i.e. toothbrush, toothpaste, comb, soap, sanitary napkins and extra eyeglasses
- Copies of important papers, including identification cards, insurance papers, birth certificates, passports
- Crowbar
- Rope
- Backpack to carry necessary items in case you have to venture on foot
- Light sticks
- Coffee filters or clean cloth for water filtering
- Poncho with hood
- Blankets or sleeping bags
- Extra eyeglasses or contact lenses, and set of keys
- Cash and change
- Baby supplies, including disposable diapers, wipes, formula, clothing and any medication
- Change of clothing
- Sturdy shoes
- Large plastic trash bags for waste, to use as tarps and rain ponchos
- Maps
- Cooler
- Garden hose for siphoning and fire fighting
- Aluminum foil
- Pet supplies, including food, water, leash, litter box, tags, any medication and vaccination information

Emergency Survival Kit
Water for Survival

Depending on the disaster and its strength, you might not have access to food, water and electricity for days, or even weeks. By taking some time to store emergency food and water supplies, you can provide for your entire family.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family.

How to store water:

Store containers of water that you fill yourself in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums. Seal water containers tightly, label them and store in a cool, dark place. Store-bought, sealed bottled water is a safe and convenient alternative. Rotate water every six months.

3 ways to purify water:

Unless you have commercially sealed bottled water, you should purify all water before using it for drinking, food preparation and hygiene. There are many ways to purify water. Often the best solution is a combination of methods.

**BOILING** Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

**DISINFECTION** You can use household bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleach, color-safe bleach or bleach with added cleaners. Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

**DISTILLATION** Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities.

To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (making sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

How to manage your water supply:

1. Drink the amount of water you need today, and try to find more for tomorrow. Don’t become dehydrated. You can minimize the amount of water your body needs by reducing activity and staying cool.

2. Do not drink carbonated beverages instead of drinking water – it isn’t a substitute. Caffeinated drinks and alcohol dehydrate the body, which increases the need for drinking water.

3. Turn off the main water valve. You will need to protect the water sources already in your home from contamination if you hear reports of broken water or sewage lines.

<table>
<thead>
<tr>
<th>Safe Sources</th>
<th>Unsafe Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melted ice cubes</td>
<td>Radiators</td>
</tr>
<tr>
<td>Water drained from the water heater (undamaged)</td>
<td>Water beds (unsafe fungicides are added to the water)</td>
</tr>
<tr>
<td>Liquids from canned goods such as fruits and vegetables</td>
<td>Water from the toilet bowl or flush tank</td>
</tr>
<tr>
<td>Water drained from pipes</td>
<td>Swimming pools and spas (chemicals make it unsafe for drinking, but the water can be used for personal hygiene)</td>
</tr>
</tbody>
</table>
Food for Survival

When selecting food that will go into your survival kit, choose foods that are low in salt, but high in nutrition and calories. Shelf stable foods that require no refrigeration, preparation or cooking are best.

**Remember to keep track of expiration dates and throw out outdated items.**

<table>
<thead>
<tr>
<th>Canned bread and sandwich spreads</th>
<th>Boxed cereal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned meat and poultry</td>
<td>Hard candy and gum</td>
</tr>
<tr>
<td>Canned fruit and juice</td>
<td>Evaporated or dry milk</td>
</tr>
<tr>
<td>Canned soup, chili, spaghetti, stew and vegetables</td>
<td>Baby food</td>
</tr>
<tr>
<td>Nuts or trail mix</td>
<td>Formula</td>
</tr>
<tr>
<td>Granola bars</td>
<td>Dry and canned pet food</td>
</tr>
<tr>
<td>Tea bags, instant coffee, hot cocoa mix</td>
<td>Any of your favorite foods that you and your family enjoy</td>
</tr>
</tbody>
</table>

**Don’t forget a can opener!**

Food storage tips:

- Keep food in a dry, cool spot – a dark area if possible.
- Keep food covered at all times. Open food boxes or cans carefully so that you can close them tightly after each use.
- Wrap cookies and crackers in plastic bags and keep them in tight containers.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests. Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

**Do:**

- Keep food in covered containers.
- Keep cooking and eating utensils clean.
- Keep garbage in closed containers and dispose outside.
- Keep your hands clean by washing them frequently with soap and water that has been boiled or disinfected.
- Use only pre-prepared canned baby formula for infants.
- Discard any food that has come into contact with contaminated water.
- Discard any food that has been at room temperature for two or more hours.
- Discard any food that has an unusual odor, color or texture.

**For your safety,** thawed food usually can be eaten if it is still "refrigerator cold." It can be re-frozen if it still contains ice crystals. To be safe, remember, “when in doubt, throw it out.”

**Don’t:**

- Eat food from cans that are swollen, dented or corroded, even though the product may look safe to eat.
- Eat any food that looks or smells abnormal, even if the can looks normal.
- Use powdered formulas with treated water.
- Let garbage accumulate inside, both for fire and sanitation reasons.
Make it as easy as possible to quickly get under a sturdy table or desk for protection.

Special equipment, such as telephones and life support systems, should be anchored. Cylinders, such as oxygen, should be fastened to the wall.

Keep a list of medications, allergies, illnesses, special equipment, names and numbers of doctors, pharmacists and family members. Make sure you have this list with you at all times.

Keep an extra pair of eyeglasses or contact lenses, and medication with emergency supplies.

Walking aides should be kept near you at all times.

Have extra walking aides in different rooms of the house.

Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for 4 to 6 hours and they can be turned off by hand if needed.

Make sure you have a whistle to signal for help.

Keep extra batteries for hearing aides with your emergency supplies. Replace them annually.

Keep extra emergency supplies at your bedside.

Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

Use tables to teach children to Duck, Cover and Hold.

Teach children what to do wherever they are during an earthquake (at school, in a tall building, outdoors).

Make sure children's emergency cards are up to date.

Although children should not turn off any valves, it's important that they know what gas smells like. Advise children to tell an adult if they smell gas after an earthquake.

Cribs should be placed away from windows and tall, unsecured bookcases and shelves that could topple during an earthquake.

Install latches on cupboards so that nothing can fall on your baby during a quake.

Install bumper pads in cribs or bassinets to protect babies during the shaking.

Run exit drills with your children so they will know what to do if a smoke alarm sounds.

Put up fences or other barricades around backyard pools. Teach children to never go near or in the pool by themselves.

Keep kids beyond a 3-foot safety zone from the kitchen.

Make sure children know the name and phone number of an emergency contact.

When preparing your home for an emergency situation, don't forget to include your pets on the list. They will depend on you even more after a disaster to take care of them and their needs.

Store enough food and water to last a week, preferably longer. Prepare a shelter or evacuation kit for your pet including an unbreakable dish, veterinarian records, a restraint (leash or pet carrier) and medication with instructions.

Keep your pet’s ID tag up to date.

Make sure nothing can fall on your pet where it sleeps.

Arrange for a neighbor to take care of your pet if you are not able to get home after an earthquake.

Do not try to hold onto your pet during the shaking. Animals will instinctively protect themselves and hide where they are safe. If you get in their way, even the nicest pets can turn on you.

Be patient with your pets after a quake. They get stressed just like people and need time to re-adjust. They may disappear for some time, but generally show up again when things have calmed down.

If you have outdoor pets, keep them indoors until after the aftershocks have subsided and they have calmed down.

If you must evacuate your home and cannot take them with you, leave your pet secured in a safe place. Pets generally are not allowed at shelters. Be sure to leave plenty of clean water and food. If possible, visit your pet daily until you can return home.

Make a sign or place static cling decals in windows near entrances and exits from your home that will alert emergency personnel that there are animals inside that need to be rescued.
9 fire prevention and planning tips:

1. Provide smokers with large deep ash trays. Wet cigarette butts and ashes before emptying ashtrays into a wastebasket. Never smoke when you are lying down, drowsy or in bed.

2. Give space heaters space. Keep them at least 3 feet away from anything that can burn – including you. Unplug heaters when you shut them off, leave your home or go to bed.

3. Be kitchen-wise. Wear tight-fitting or rolled-up sleeves when cooking. Use oven mitts to handle hot pans. Never leave cooking unattended. If a pan of food catches fire, slide a lid over it and turn off the burner. Don’t cook if you are drowsy from alcohol or medication.

4. Reduce sparks. Insulate chimneys and place spark arresters on top. The chimney should be at least 3 feet higher than the roof. Remove branches hanging above and around the chimney.

5. Smoke alarms save lives. Have smoke alarms installed outside all sleeping areas and on every level of your home. Test your smoke alarms once a month by pushing the test button. Make sure everyone in your home can hear them.

6. Plan and practice your escape from fire. Know two ways out of every room in your home. Make sure windows and doors open easily. In a fire, get out and stay out.

7. Think 911. Once you have escaped the fire, call 911 from a neighbor’s phone to report the fire.

8. Plan your escape around your abilities. Have a telephone in your bedroom and post the local emergency number nearby in case you are trapped by fire.

9. Don’t leave burning candles unattended.

The Home Safety Council research shows that 97% of American homes have at least one smoke alarm, but one may not be enough. Are they correctly installed? Early warning is essential for every fire escape plan. To insure your family will be effectively alerted to any fire danger use the following guidelines when installing and testing smoke alarms:

- Only purchase smoke alarms that are listed by Underwriters Laboratories and carry the UL mark on packaging.

- Install smoke alarms on every level of the home, including the basement. Make sure there is an alarm near every sleeping area. The Home Safety Council recommends installing additional smoke alarms inside all bedrooms.

- Smoke rises, so smoke alarms should be mounted high on walls and ceilings.

- Ceiling-mounted alarms should be installed at least 4 inches away from the nearest wall. Wall-mounted alarms should be installed 4-12 inches away from the ceiling.

- Choose an installation location that is well away from the path of steam from bathrooms and cooking vapors from the kitchen, which can result in false or nuisance alarms. Don’t install smoke alarms near windows, doors or ducts where drafts might interfere with their operation.

- Test the smoke alarms at least once a month, following the manufacturer’s instructions, which typically involve pushing the “test” button on the face of the alarm cover. To help you remember, install fresh batteries when you change the clocks for daylight savings.

- Smoke alarms should be replaced at least every 10 years.
When There is a Fire

If your clothes catch fire:

- **Stop, drop and roll.** If your clothing catches on fire: stop (don’t run), drop gently to the ground, cover your face with your hands and roll over and over to smother the flames. If you cannot do that, smother the flames with a towel or blanket. Immerse burns in cool water for 10 to 15 minutes. If burns are severe, get medical help immediately.

To escape a fire:

- **Check closed doors for heat before you open them.** If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat – burning those areas could impair your ability to escape a fire, such as using a ladder or crawling.

- **Close doors behind you as your escape.** To delay the spread of the fire.

- **Stay out once you are safely out.** Do not re-enter. Call 911.

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### Carbon Monoxide: Are You at Risk?

It’s been called the “silent killer” because it is a colorless, odorless and tasteless gas that is produced by burning fuel. The sources of carbon monoxide are varied – charcoal grills, clothes dryers, furnaces, space heaters, stoves, fireplaces and vehicles. The increased standards for energy efficiency have led to homes being tightly sealed. These “closed-in” homes do not allow fresh air to enter, which makes the situation more serious when carbon monoxide is present.

The initial symptoms of carbon monoxide poisoning are similar to the flu, but without the fever. Feelings of dizziness, fatigue, headache, nausea or irregular breathing require the victim to get outside for fresh air. If symptoms continue, call 911.

For added comfort and peace of mind, purchase a carbon monoxide detector and replace the batteries when you replace those in your smoke alarm.

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### If the door is hot:

- Do not open it. Escape through a window.
- If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.

### If the door is cool:

- If the door is cool, open it slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternative escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

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After a Fire

If you are with burn victims, or are a burn victim yourself, call 911; cool and cover burns to reduce chance of further injury or infection.

If you detect heat or smoke when entering a damaged building, evacuate immediately.

If you are a tenant, contact the landlord.

If you have a safe or strong box, do not try to open it. It can hold intense heat for several hours. If the door is opened before the box has cooled, the contents could burst into flames.

If you must leave your home because a building inspector says the building is unsafe, ask someone you trust to watch the property during your absence. Always take your pets with you when you evacuate.
Wildfire Safety

Be prepared

Evacuation may be the only way to protect your family in a wildfire. Know where to go and what to bring with you. You should plan several escape routes in case roads are blocked by wildfire.

Protecting your property from wildfire danger:

All properties located near wildland areas have the potential of being a fire hazard. Neglected landscapes and ornamental vegetation can contribute to disastrous fires and threaten your home and family. Fire-safe conditions can be achieved by following these fire safety tips.

Create a safety zone around your house.

- Remove all flammable vegetation, dry grass, dead leaves and other combustible growth within 30 ft. of any structure or within 100 ft. of any structure in areas determined to be highly hazardous. When establishing your landscape, keep trees furthest from your house, shrubs can be closer, and bedding plants and lawns are nearest the house.

- Space trees and shrubs a minimum of 15 ft. or three times their diameter from other shrubs. Trees should be spaced to allow a minimum of 30 ft. between canopies at maturity.

- Choosing landscaping plants that are fire resistant can help prevent the spread of fire to your home.

- Maintain all plants by regularly removing dead branches, leaves and related materials.

- Stack wood at least 30 ft. from structures; remove flammable vegetation within 10 ft. of the woodpile. Remove all stacks of construction materials, pine needles, leaves and debris.

- Remove dead branches that hang over your roof and vines on the walls of your home. Clean all dead leaves from your roof and rain gutters.

- Consider replacing highly flammable trees with lower growing, less flammable species. Remove tree limbs that are within 15 feet of the ground.

- Keep the gas grill and propane tank at least 15 feet from any structure. Refrain from using the grill during high risk times.

- Cover your chimney outlet with a spark arrestor consisting of a metal or non-flammable screen of half-inch or less mesh.

Fire-Resistant Plants and Trees

**Plants**
- California Redbud
- Monkeyflower (Mimulus)
- Ceanothus ‘Concha’
- Sage (Salvia)
- Common Yarrow
- French Lavender

**Trees**
- Coast Live Oak
- California Sycamore
- Toyon

**Groundcover**
- Wild Strawberry
- California Poppy

*Lavender is a fire-resistant shrub recommended for landscaping.*
Wildfire Safety

If you see a wildfire, call 911. Don’t assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the dispatcher.

- **Evacuate.** Get your pets and all family members who are not essential to preparing the home out of the area, especially those with medical and physical limitations, and the young and elderly.

- **Wear protective clothing.**

- **Remove combustibles.** Clear items that will burn from around the house, including wood piles, lawn furniture, barbeque grills, etc.

- **Close/protect openings.** Close outside attic and basement vents, windows, doors and pet doors. Remove flammable drapes and curtains. Close all shutters, blinds or other window coverings to reduce radiant heat.

- **Close inside doors and open damper.** Close all doors inside the house to prevent draft. Open the damper on your fireplace, but close the fireplace screen.

- **Shut off gas.** Shut off any natural gas, propane or fuel oil supplies at the source.

- **Water.** Connect garden hoses. Fill any pools, hot tubs, garbage cans, tubs or other large containers with water.

- **Ladder.** Place a ladder against the house in clear view.

- **Car.** Back your car into the driveway and roll up the windows.

- **Garage Doors.** Disconnect any automatic garage door openers so that doors can still be opened by hand if the power goes out. Close all garage doors.

- **Valuables.** Place valuable papers and anything “you can’t live without” inside the car in the garage, ready for quick departure. Any pets still with you should also be put in the car, ready to go.

**Prepare to leave:**

- **Lights.** Turn on outside lights and leave a light on in every room to make the house more visible in heavy smoke.

- **Don’t lock up.** Leave doors and windows closed but unlocked. It may be necessary for firefighters to gain quick entry into your home to fight fire.

**If you are caught...**

**In your car:**

- Stay in your car, roll up the windows and close the vents. Drive slowly with your headlights on.

- If you have to stop, park away from bushes and the heaviest trees. Turn headlights on and ignition off.

- Get on the floor of the car and cover up with a blanket or coat until the fire passes.

**At home:**

- Stay calm and go in your house. The fire will pass before your house burns down.

**In the open:**

- If a road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire’s heat.

- If hiking in the back country, look for a depression with sparse shrubbery. Clear bushes from the area while the fire is approaching, then lie down in the depression and cover yourself. Stay down until the fire passes.
Fire Extinguisher Safety

Portable fire extinguishers:

Used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the Fire Department arrives.

1. Be familiar with how to use your extinguisher before you need it. There is no time to read the instructions during an emergency.
2. The extinguisher should be within easy reach and in working order, fully charged.
3. The extinguisher should be kept near the exit so the user has an escape route that will not be blocked by fire.
4. The extinguisher must match the type of fire you are fighting. For example, extinguishers that contain water are unsuitable for use on grease or electrical fires.
5. The extinguisher must be large enough to put out the fire. Most portable extinguishers discharge completely in as few as eight seconds.

Choosing your extinguisher:

There are three basic classes of fires. All fire extinguishers are labeled using standard symbols for the classes of fires they can put out.

**Class A:** Ordinary combustibles such as wood, cloth, paper, rubber and many plastics.

**Class B:** Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer and flammable gas.

**Class C:** Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery and appliances.

Many household fire extinguishers are “multipurpose” A-B-C models, labeled for use on all three classes of fire. If you are ever faced with a class A fire and don’t have an extinguisher with an “A” symbol, go ahead and use one with the “B-C” symbol.

Remember the P-A-S-S word to operate your fire extinguisher:

**Pull the pin:** This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other seals or tamper indicators.

**Aim low:** Point the extinguisher nozzle (or hose) at the base of the fire.

**Squeeze the lever above the handle:** This discharges the extinguishing agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever.)

**Sweep from side to side:** Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.

*For your safety,* always be sure the Fire Department inspects the fire site, even if you think you have extinguished the fire.
**Personal safety tips:**

- Park in a well-lighted area. Always position your car so you are ready to drive away from a person who approaches your car.
- Do not use your vehicle as storage for purses, wallets, computers, cell phones or GPS devices.
- Walk with confidence with your head up. Be aware of your surroundings. Know where you are, especially if you need to call the Police from a cell phone.
- Have your keys ready as you approach your vehicle.
- Don’t display cash during purchases. Close your purse after a transaction.
- Don’t carry too much at one time. You can be an easy target if it looks like you are preoccupied with packages. Keep your doors locked and your windows up while parked and driving.
- Don’t leave house keys with valet parking.
- Ask for identification from service or delivery people. Call the company to verify if you are uncomfortable.
- Do not give out personal information over the phone, through the mail or over the Internet unless you have initiated contact or know with whom you are dealing.
- If you notice someone is following you when you are driving, head to the nearest busy, well-lit area. Write down the license plate number and make and model of the car. Call 911 or your local emergency number. Don’t head home until safe to do so.

**Keeping your property safe:**

To make sure that you and your home are safe, here are some simple things you can do around your home:

- Make sure your doors, windows and gates are always locked, especially when you are away from home. Don’t hide your keys in mailboxes, planters or under doormats. Instead, leave an extra set of keys with a trusted neighbor or friend.
- Make sure your house number is clearly visible from the street. Critical time can be saved by emergency vehicles when the address of the house is easily seen from a distance.
- Make sure bushes, shrubs and trees are pruned away from windows and doors. Burglars and thieves are less likely to break into a window or door when there is a chance to be seen. Pruning also eliminates hiding places for criminals.
- Don’t keep valuables in front of an open window where they can be seen easily by criminals.

**Neighborhood Safety**

The police cannot be everywhere at all hours of the day. The Police Department relies on the public to be its “eyes and ears” and to call attention to dubious activity. Do not worry about “bothering” the police. You do not need to know for certain that a crime is occurring, only that the activity is suspicious. The police will determine if a crime is taking place.

**What can you do if you notice suspicious activity?**

- Call the police immediately – 911 or 574-5156.
- If applicable, try to obtain a description of the vehicle and the direction of travel if the vehicle leaves before the police arrive.
- Try to obtain descriptions of suspicious people to relay to the police dispatchers.
- Do not contact the suspicious people. Instead, maintain a safe distance from them and keep reporting your observations to the dispatchers.

At all times be observant and aware of what is going on in your neighborhood. Get to know your neighbors and watch out for each other.
Crime Prevention

Safety while traveling:

Thieves love it when you are on the road. Your home is empty, your credit cards are being used and your guard is down. Next time you travel, take these precautions so your vacation is a pleasant one from the start to when you return back home.

• Notify credit card companies that you will be away before you leave, especially if you are traveling abroad.
• Consider taking one credit card. If the number is stolen, you’ll only have to cancel one card. Better yet, ask for a temporary card (and separate account number) for the trip.
• Make sure your home is secure when you are traveling – all deadbolts locked, lights left on timers, security alarms set.
• Stop newspaper and mail delivery. Nothing says you are not home like mail and newspapers collected on your porch.
• Watch when clerks and waiters are handling your credit cards. Don’t let your guard down just because it is a nice restaurant in a five-star hotel.
• Store your passport and valuables in the hotel safe. Leave unnecessary valuables at home.

For your safety, Arcadia Police Department Volunteers on Patrol offer free house checks when you are away on vacation.

Identity Theft

What is identity theft?

Identity theft occurs when someone uses your personal information without your knowledge or consent to commit a crime, such as fraud or theft. Identity theft is one of the fastest growing crimes and can cost victims a lot of money and time.

How thieves get your personal information:

• Buying the information from a dishonest employee working where personal and/or financial information is stored.
• Removing mail from your mailbox or fraudulently redirecting your mail.
• Stealing personal and private information from wallets, purses, your home, vehicle, computer, and websites you’ve visited or e-mails you’ve sent.
• Retrieving personal information in your garbage or recycling bin by “dumpster diving.”
• Posing as a creditor, landlord or employer to get a copy of your credit report or access to your personal information from other confidential sources.
• Tampering with ATMs and point of sale terminals, enabling thieves to read your debit or credit card number and personal identification number (PIN).

Safety during the holidays:

The holidays are a busy time of year and it is easy to get caught up in the shopping and enjoyment of the season. However, criminals look at this time of year as an opportunity to take advantage of Arcadians. Some things to keep in mind:

• Avoid moving your purse and belongings to the trunk of the car once you have parked. Do this before you head to the store as criminals could be watching what you do in a public place. Better yet, if you don’t want something stolen, it is better to leave it at home.
• When leaving any store have your keys in your hand as you walk to your vehicle.
• If possible, shop during the week when crowds are smaller. Criminals work better in crowds.
• If you are having packages delivered to your home, be sure to have someone available to accept the delivery. If no one is available, arrange for a trustworthy neighbor or friend to collect and keep your package until you arrive home.
• After opening gifts, tear the packages apart and place them inside a trash can. This will help prevent criminals from “shopping” on trash pick up day to find out what new items are inside your home.
Identity Theft

3 key ways to reduce your identity theft risk:

While you probably can’t prevent identity theft entirely, you can minimize your risk by managing your personal information wisely and cautiously.

1. Guard your personal information and documents

   • If any of your key documents (such as your birth certificate, driver’s license, passport, bank card or credit card) are lost or stolen, notify the issuer and/or report to the Police Department immediately.
   • Keep your important documents in a safe or safe deposit box.
   • Shred or destroy sensitive personal documents and credit card offers before tossing them into the garbage or recycling.
   • Beware of mail, phone or internet promotions that ask for personal information. Identity thieves may use phony offers to get you to give them your information.
   • Cut up expired and unused credit and debit cards. The card may have expired but the number may still be valid.
   • Lock your household mailbox if possible. If you are going to be away, arrange for a trusted neighbor to pick up your mail. You can also go to your local post office (with identification) and ask for a mail hold service.
   • Protect your PIN. Shield your hand when inputting the number, and never give your access code (PIN) to anyone. Choose a PIN that can’t be figured out easily. Remember that no one from a financial institution or the police will ask you for your PIN.
   • Find out how your employer safeguards your personal information. How do they store and dispose of it? Who has access to it?
   • Don’t give personal information to anyone who phones or e-mails you unless you know who they are or can confirm that the person is from a legitimate company. Identity thieves may pose as representatives of financial institutions, internet service providers and even government agencies to get you to reveal identifying information.
   • Don’t put more than your name and address on your personal checks.

2. Keep your computer and its contents safe

Computer technology makes it easier for criminals to find personal and financial information. If you keep credit card numbers, account numbers and tax information in your system or use e-mail to do financial business, take steps to make sure that this information is safe from hackers and thieves. The following measures can help protect against identity theft online.

   • Protect your computer with a startup password that is a combination of letters (upper and lower case), numbers and symbols. Don’t use an automatic login feature that saves your user name and password.
   • Use a personal firewall, especially if you use an “always connected/always on” internet connection, even if your computer is turned off. The firewall stops uninvited visitors from getting access to your information in the computer.
   • Install virus protection software and be sure to update it regularly. Viruses can instruct your computer to send information to other systems without your knowledge.
   • Be careful what you open. E-mails from strangers could contain viruses or programs to hijack your Internet or damage your computer.
   • Don’t send personal or confidential information over e-mail. E-mail messages are not secure.
   • Even though you’ve deleted files from folders, remnants may still be on the computer’s hard drive, where they may be retrieved. Make sure personal information is really deleted before you sell, recycle or discard your computer. Use a secure hard drive overwrite utility to reduce the risk that others could recover your data.
   • Before giving your credit card number or other financial information to a business, make sure that the merchant has a secure transaction system. Most internet browsers indicate when you are using a secure internet link. To check if a website is secure look for a website address that starts with https://, or an icon, often a lock or an unbroken key, at the bottom right corner of the screen.

3. Be vigilant

Paying attention to details can make a difference. Once a year, get a copy of your credit report from the major credit reporting agencies (credit bureaus). The report tells you your credit history, financial information, any judgments, collection activity and who has asked for your information.

   Equifax: 800-685-1111; www.equifax.com
   Experian: 888-EXPERIAN; www.experian.com
   TransUnion: 800-916-8800; www.transunion.com
First Aid

First aid for choking adults and children:

Conscious choking

2. If victim cannot breathe, cough or speak, call 911.
3. Give abdominal thrusts. Stand behind the victim. Place the thumb side of your fist just above the belly button. Grab your fist with the other hand. Press into stomach with a quick upward thrust. Repeat until object is expelled.

Unconscious choking adult (if victim is not breathing)

1. Tilt head back and attempt to give 2 rescue breaths. If air can’t get in, re-position and tilt head further back and try again.
2. If breaths still do not go in, find hand positions on the breastbone, and give 15 chest compressions (or 5 compressions on a child).
3. Look into mouth, remove foreign object if seen.

Repeat steps beginning with the rescue breaths until you can breathe into victim, making the chest clearly rise.

Control bleeding:

1. Apply direct pressure and elevate.
2. Cover the wound with a dressing. Apply direct pressure to the wound.
3. Elevate the injured area above the level of the heart.
4. Cover the dressing with a roll bandage. Tie the knot directly over the wound.
5. If bleeding continues, apply pressure on the supply artery and watch for shock.

Rescue Breathing

If victim appears to be unconscious, tap victim on the shoulder and shout, “Are you okay?”

Call 911 for help.

1. Position the victim’s head.
   • Apply the major force with the hand on forehead.
   • Place fingertips under the bony part of the jaw.
   • Support and lift the jaw with your fingertips. Avoid closing the mouth.
   • Do not push the soft tissues of the throat; it may block the airway. If necessary, pull the lower lip down slightly with your thumb to keep the mouth open.

2. Look, listen and feel for breathing for 3 to 5 seconds.

3. If the person is not breathing:
   • Pinch nose closed.
   • Place your mouth tightly around the victim’s mouth and blow air into his/her mouth.
   • Give two full breaths. Stop blowing when the victim’s chest has expanded.
   • Turn head and listen for exhalation.
   • Give 1 breath every 5 seconds.

4. For infants and small children:
   • Tilt head slightly.
   • Cover and seal mouth and nose with your mouth.
   • Blow shallow breaths.
   • Give 1 breath every 3 seconds.

Pressure on the brachial artery in the arm.
Pressure on the femoral artery in the leg.
First Aid

Caring for burns:

First-degree

• Outer layer of skin is burned.
• The skin is usually red, with swelling and pain sometimes present.

Second-degree

• First layer and second layer of skin is burned.
• Blisters develop and the skin takes on an intensely reddened, splotchy appearance.
• Second-degree burns produce severe pain and swelling.

For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

• Cool the burn. Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin.
• Once a burn is completely cooled, applying an aloe vera lotion, a triple antibiotic ointment or a moisturizer prevents drying and makes the burn victim more comfortable.
• Cover the burn with a sterile gauze bandage. Don’t use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain and protects blistered skin.

Third-degree

• Involves all layers of the skin. Fat, muscle and even bone may be affected; however, it is generally painless.
• Areas may be charred black or appear dry and white.
• Difficulty inhaling and exhaling. Carbon monoxide poisoning or other toxic effects may occur if smoke inhalation accompanies the burn.

For major burns, dial 911 or call for emergency medical assistance. Follow these steps until an emergency unit arrives:

• Don’t remove burned clothing. However, do make sure the victim is no longer in contact with smoldering materials.
• Make sure the burn victim is breathing. If breathing has stopped or you suspect the person’s airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR).
• Cover the area of the burn. Use a cool, moist sterile bandage or clean cloth.

Don’ts of burn care

• Don’t apply ice directly to any burn unless it is very minor.
• Don’t touch a burn with anything except a clean covering.
• Don’t remove pieces of cloth that stick to the burned area or try to clean a severe burn.
• Don’t break blisters or use any kind of ointment on a severe burn.

Caring for shock:

Signals of shock

Restlessness or irritability
Nausea or vomiting
Altered level of consciousness
Pale or ashen, cool, moist skin
Blue tinge to lips and nailbeds
Rapid breathing and rapid pulse

Minimizing shock

• Make sure 911 has been called.
• Continue to monitor the victim’s airway, breathing and pulse.

• Control any external bleeding.
• Keep the victim for getting chilled or overheated.
• Elevate the legs about 12 inches if no broken bones or neck and back injuries are suspected.
• Do not give food or drink to the victim.

For your safety, it is recommended that everyone take a CPR and first aid class. By becoming familiar with basic life saving measures, you could make a difference.
Emergency Resources

City of Arcadia
www.ci.arcadia.ca.us

Arcadia City Hall 574-5400
Arcadia Fire Department
Fire Prevention Bureau 574-5104
Arcadia Police Department
Patrol Division 574-5150
Investigation Division 574-5160
Crime Analysis 574-5148
Personnel and Training 574-5172
Community Services 574-5174
Arcadia Public Library 821-5569
Development Services Department
Building and Safety 574-5416
Code Enforcement 574-5436
Public Works Department
Trees 256-6554
Water 256-6650
Recreation and Community Services Department 574-5113
Senior Citizen Services 574-5130
(TDD users 447-5854)
Arcadia Association of Realtors 446-2115
www.theaar.com
Arcadia Chamber of Commerce 447-2159
www.arcadiachamber.com
Arcadia Unified School District 821-8300
www.ausd.k12.ca.us
California Highway Patrol
CHP Baldwin Park 338-1164
CHP Altadena 296-8100
www.chp.ca.gov
Centers for Disease Control
800-311-3435
www.cdc.gov
FEMA (Federal Emergency Management Agency)
800-621-FEMA
www.fema.gov
FBI (West Covina) 919-3434
www.fbi.gov
Homeland Security 202-282-8000
www.dhs.gov

LA County Flood Zone Information 458-4321
http://lacounty.info
LA County Health Services 800-427-8700
Outbreak of Illness 213-240-7728
Food Poisoning 213-240-7821
www.laphpublichealth.org
LA County Records 800-201-8999
LA County Registrar/Recorder 800-815-2666
http://regrec.co.la.ca.us
LA County Sheriff, Temple Station 285-7171
www.lasd.org
Methodist Hospital 445-4441
www.methodisthospital.org
Pasadena Humane Society 792-7151
www.phsspc.org
Pasadena Superior Court
Criminal 356-5695
Civil 356-5689
Ready.gov
www.ready.gov/america
Red Cross Arcadia Chapter 447-2193
Red Cross (National) 866-GET-INFO
www.redcross.org
The Salvation Army 800-SAL-ARMY
www.salvationarmyusa.org
San Gabriel Valley Mosquito and Vector Control 814-9466
www.sgvmosquito.org
SBC 800-310-2355
www.sbc.com
Southern California Edison 800-684-8123
www.sce.com
Southern California Gas Company 800-427-2200
www.socalgas.com
Verizon 800-483-4000
www.verizon.com
Waste Management 800-266-7551
www.wm.com

Verizon

Family Communication Plan

Household Members and Pets:

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<th>Name</th>
<th>Work/School Address</th>
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Out-Of-Area Contact:

Name: ___________________ Phone #: ___________________ Cell #: ___________________

Name: ___________________ Phone #: ___________________ Cell #: ___________________

Reunion Procedures:

Inside or near the home:  Inside: ________________________________

Outside: ________________________________

Other Places:  Priority Location: (neighbor, relative, etc.)

Special Notes:  List special needs within the household and needed medications.

Evacuation Plans:

Sketch the floor plan of the place where you live.

• Mark a second way to exit from each room and the location of special equipment such as a rope ladder, and your emergency survival and first aid kits.

• Mark where the utility (gas, water and electric) turn-off valves are located.

• Indicate the location of your family’s outdoor meeting place.

Evacuation Priority List:

MOST IMPORTANT ITEMS to be taken in case of evacuation:

If you must evacuate your home:

• Post a message indicating where you have gone.

• Take vital documents, emergency supplies, equipment and extra medications with you.

• Take your pets with you, but if you can’t take them with you, confine them in the garage or bathroom. Make sure they have plenty of clean food and water. Pets are generally not allowed in shelters.
The key to knowing how to handle any personal or city-wide emergency is PREPARATION. By establishing survival kits, planning an escape route and meeting location, learning basic first aid skills and knowing where to go and what to do during an emergency, you are establishing a safety net that will help keep you alive through a crisis time. The preparations you make now will reduce personal and material loss.

Keep this guide in a safe place and refer to it when making preparations and discussing your family’s communication plan.