



CITIZENS' ALL-HAZARD PREPAREDNESS GUIDE

SECOND EDITION



**EMERGENCY MANAGEMENT UNIT
BROOMFIELD POLICE DEPARTMENT**

SEVEN DESCOMBES DRIVE BROOMFIELD, CO 80020

Citizens' All-Hazard Preparedness Guide

The Emergency Management Unit of the Broomfield Police Department created the Citizens' All-Hazard Preparedness Guide with information and assistance from the following entities:

- American Red Cross
- Center for Disease Control
- City and County of Broomfield
- City and County of Broomfield Health and Human Services
- City and County of Broomfield Public Works Department
- Colorado Department of Public Health and Environment
- Colorado Department of Transportation
- Colorado Office of Emergency Management
- Colorado Office of Preparedness, Security, and Fire Safety
- Federal Emergency Management Agency
- National Weather Service
- North Metro Fire Rescue District
- United States Department of Homeland Security
- University of Colorado – Natural Hazards Center

CITIZENS' ALL-HAZARD PREPAREDNESS GUIDE - INTRODUCTION

Even though the City and County of Broomfield is a safe and healthy community, it is the responsibility of all citizens to prepare for natural and man-made disasters. The *Citizens' All-Hazard Preparedness Guide* will help you create your Family Disaster Plan. Whether you are an individual or a large family, creating your Family Disaster Plan will help you prepare for, respond to, and recover from a disaster.

The main focus of this guide is to address the following questions:

- What should I do **before** a disaster?
- What should I do **during** a disaster?
- What should I do **after** a disaster?

Begin with the Family Disaster Plan Checklist that guides you through the *Preparedness Essentials*, moves on to *Broomfield Hazards*, and finishes up with a final section on *Home Safety and Security*. If you have questions regarding any of the information contained in the guide, please contact the Public Education Coordinator at 720-887-2084.

Why should you prepare for a disaster?

Where will your family be when disaster strikes? They could be anywhere – at home, work, school, or in the car. How will you find each other? Your family may not be together when disaster strikes. Disaster can strike quickly and without warning. It may be a home burglary or a flooded basement. Within a neighborhood, it could be a snow storm or hazardous material spill that limits access in or out of your home, work, or school. It can force you to evacuate your neighborhood, or confine you to your home. What would you do if basic services – water, gas, electricity and telephones – were all cut off? Disasters within our community may be anything from *Tornadoes to Terrorists*.

The Emergency Management Unit encourages you to attend our citizen preparedness classes, *Tornadoes to Terrorists—Are you prepared?* Watch for information in the Upcoming Events section of the [Broomfield Enterprise](http://www.broomfield.org), the city web site at www.broomfield.org, or contact the Public Education Coordinator at 720-887-2084 for a current class schedule.

FAMILY DISASTER PLAN CHECKLIST

Where should you begin?

The Family Disaster Plan checklist is designed to guide you through the *Preparedness Essentials*, *Broomfield Hazards*, and *Home Safety and Security*.

The following tasks are necessary to complete a comprehensive Family Disaster Plan. You will find tips to complete each task throughout this publication.

Preparedness Essentials

- ☐ Assemble a 72-Hour Preparedness Kit. Include all three components. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
 - ☐ Assemble a *Home Kit*.
 - ☐ Assemble a *Go Kit*.
 - ☐ Assemble a *Car Kit*.
- ☐ Assemble a Portable Pet Emergency Supply Kit if needed.
- ☐ Create your Shelter-in-Place Plans.
 - ☐ Shelter-in-Place plan for a Hazardous Material Spill.
 - ☐ Shelter-in-Place plan for a Tornado.
 - ☐ Shelter-in-Place plan for a Winter Storm.
- ☐ Create your Evacuation Plans.
 - ☐ Evacuation plan out of your home.
 - ☐ Evacuation plan out of your neighborhood.
- ☐ Practice drills and maintain plans. Review every 6 months.
- ☐ Discuss Early Warning / Information Systems. *Add those devices that you do not currently have.*
- ☐ Teach family members when and how to use 9-1-1.
- ☐ Post emergency phone numbers in a prominent place.



Broomfield Hazards

- ☐ Discuss potential hazards.
- ☐ Create hazard specific plans.

Home Safety and Security

- ☐ Conduct a home hazard check.
- ☐ Complete the home security checklist.
- ☐ Discuss and practice personal safety.
- ☐ Discuss and practice identity theft prevention.

Additional recommended preparedness activities.

The following activities are recommended in addition to the tasks that are outlined in this guide. Please contact the Public Education Coordinator if you need further information.

- ☐ Join Neighborhood Watch (*contact the Public Education Coordinator at 720-887-2084*).
- ☐ Attend the City and County of Broomfield *Tornadoes to Terrorists—Are you prepared?* Citizen preparedness classes.
- ☐ Attend First Aid and CPR training (*contact the American Red Cross or North Metro Fire Rescue for a current class schedule in your area*).
- ☐ Secure important documents, such as insurance information, Social Security cards, property titles, birth certificates, etc.
- ☐ Find out about the disaster plans at your workplace, your children's school or daycare center, adult daycare and other places where your family spends time.

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood can work together before, during and after a disaster. If you are a member of a neighborhood organization, such as a homeowner's association or Neighborhood Watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (i.e., medical or technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. For further information on emergency preparedness and/or Neighborhood Watch within your community, please contact the Public Education Coordinator at 720-887-2084.



NEIGHBORHOOD WATCH

Neighborhood Watch.....it's not just crime prevention anymore!

Neighborhood Watch is a community network which enlists the active participation of citizens in cooperation with public safety agencies to prepare for "all hazards" in their communities.

It involves:

- Neighbors getting to know each other and working together in a program of mutual assistance
- Getting to know your neighbors' special skills (i.e. medical, technical) and who may need help in case of an emergency
- Citizens being trained to recognize and report suspicious activities in their neighborhoods

Getting started:

- ☐ Talk to your neighbors to determine if there is interest
- ☐ Host a "Kick-Off" meeting
- ☐ Enlist your neighbors' help
- ☐ Neighbors will need to identify a "Block Captain"
- ☐ Contact the Broomfield Police Department's Public Education Coordinator to find out about a program for your area

Neighborhood Watch signs:

Neighborhood Watch signs are installed following the initial "Kick-Off" meeting. The exact number of signs and specific locations are determined by the Public Education Coordinator, and Street Operations in collaboration with the residents of each neighborhood.

Duties of a Block Captain:

- Act as liaison between the police department and your neighbors
- Coordinate block activities associated with Neighborhood Watch
- Contact neighbors and explain the program
- Prepare a block map of addresses included in your neighborhood
- Obtain contact information, and special needs and skills of participants
- Distribute newsletters and other informational materials
- Schedule meetings in your neighborhood
- Attend Block Captain training as available

Block Captain Requirements:

As a Block Captain/Co-Captain you are considered to be a volunteer of the Broomfield Police Department Neighborhood Watch program. Each Block Captain must complete an application form and pass a local background check. Please contact the Public Education Coordinator at 720-887-2084 to obtain an application.

72-HOUR PREPAREDNESS KIT

What is a 72-Hour Preparedness Kit?

A 72-Hour Preparedness Kit is used to meet a family or individual's basic survival needs for three days in the event of an emergency. It is usually tailored to the needs and liking of the individual and/or family members.

What Do I Need in my 72-Hour Preparedness Kit?

Each individual should customize the kit to meet their personal needs. The lists provided in this section are some suggested items. You and your family may have other items that are unique to your situation. A 72-Hour Preparedness Kit consists of three components that are designed to complement each other. Each part can be utilized individually or together when supplies are needed.

- 1) *Home Kit*—A stationary kit that is kept within your home should you need to Shelter-in-Place.
- 2) *Go Kit*—A small portable kit that is in a back pack or duffel bag that complements your *Home Kit* if ordered to Shelter-in-Place or that can be taken if you need to evacuate.
- 3) *Car Kit*—A mobile kit that is kept in your car with emergency supplies for travel should you become stranded, or can be combined with your *Go Kit* during an evacuation.



HOME KIT

Your *Home Kit* contains items that are used in situations where you will be staying in your home. Some things to consider when building your kit will be any special medical needs that you or any family members might have.

Think about diet restrictions or special needs of infants and toddlers. This kit can be supplemented with items from your *Go Kit* as needed.

Tip: Do not rely on the idea that you just grocery shopped and your pantry is full.

- ☐ A supply of non-perishable packaged or canned food (i.e., crackers, powdered milk, canned fruit, etc.)
- ☐ Manual can opener
- ☐ Water (1 gallon per day, per person)
- ☐ Water purification tablets
- ☐ Battery-powered or hand crank type radio
- ☐ Spare batteries
- ☐ Flashlight—Hand crank type
- ☐ Emergency candles
- ☐ Waterproof matches or lighter
- ☐ First-aid kit and manual—small kit that contains a variety of items and is complemented by first-aid items in your *Go Kit*.
- ☐ Non-prescription drugs and other health supplies, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- ☐ Soap
- ☐ Hand towels
- ☐ Toilet paper

Tip: Restock and check expiration dates every six months. Spring and Fall time change is a good reminder.

Tip: Medications should be kept in a plastic or waterproof bag or container.

Tip: If you frequently baby-sit family or friends children make sure that your Home Kit includes extra items such as diapers, formula and baby food. Consider other family and friends that visit or stay that may have special medical or nutritional needs.



GO KIT

This kit is designed to complement the items assembled in your *Home Kit* for situations where you Shelter-in-Place; or to “grab and go” if an evacuation is ordered and will complement your *Car Kit* if needed. A small back pack or duffel bag works well for this component.

Suggested items include:

- ☐ Change of clothes
- ☐ Bottle of water
- ☐ Snack bars
- ☐ Copies of important papers, including emergency phone numbers, medical insurance, insurance agent information.
- ☐ Cash
- ☐ Prescription Medication
- ☐ Spare glasses / contact lenses
- ☐ First Aid kit—small kit that contains basic items such as, aspirin, laxatives, diarrhea medicine, band-aids, and antiseptic wipes. These items can supplement the First Aid kit stored in your *Home Kit*.
- ☐ Trash bags, hand sanitizer, paper towels, toilet paper, tissues, and other toiletries.
- ☐ Utility knife
- ☐ Playing cards
- ☐ Pen and paper

Tip: Prepare a *Go Kit* for each family member. Consider individual needs and special situations. Involve the help of each family member.

Tip: Include an out-of-state 24-hour contact.

Tip: Obtaining extra prescription medication can be challenging.

- Talk with your doctor or pharmacist about options including samples.
- Keep medications in a place that can be easily grabbed.
- Always have a list of medications on your person.



Pet Emergency Supply Kit

If you are ordered to evacuate and have to go to a public shelter, it is important to understand that animals must be contained in a crate or pet carrier to be allowed inside. Plan in advance for the items you may need. Consider shelter alternatives in advance that will work for both you and your pets (*think about local hotels or motels that are pet friendly*).

- ☐ Purchase a crate or pet carrier adequate for your pet
- ☐ Collar and identification tag for each animal
- ☐ Sturdy leashes and harnesses
- ☐ Medications, medical records, and a first aid kit
- ☐ Current photos of your pets in case they get lost
- ☐ Food, potable water, bowls, cat litter / pan and can opener



CAR KIT

A *Car Kit* should be kept in your car at all times. You should check the supplies on hand to ensure that you are properly stocked as changes in weather can greatly affect the items used. Place a *Car Kit* in each car that includes:

- ☐ Coats, hats, mittens, and blanket or sleeping bag
- ☐ Water and snack food
- ☐ Windshield ice scraper and snow brush
- ☐ Flashlight—Hand crank type
- ☐ Battery-powered radio and extra batteries
- ☐ Shovel
- ☐ First aid kit
- ☐ Tool kit
- ☐ Compass and maps
- ☐ Tow chain or rope
- ☐ Road salt, sand, or cat litter
- ☐ A large empty can, to be used for bathroom emergencies
- ☐ Battery booster cables
- ☐ Cellular phone car charger
- ☐ Emergency flares and a fluorescent distress flag

Tip: Cell phones that are not activated through a service provider will still have access to 9-1-1. Keep them charged and in your car in case of an emergency.

EARLY WARNING / INFORMATION SYSTEMS

Early Warning / Information Systems are tools that alert you to impending danger in order for you to take appropriate protective action and/or provide you with updates and further information.

Emergency Alert System (EAS)

The EAS transmits National, State and local warning messages and is used to notify you of emergency situations. It automatically breaks into regular television and radio programming to provide guidance for your specific area. The EAS allows broadcast stations, cable systems, and participating satellite companies to send and receive emergency information. The messages are meant to be very concise and informational. The voice may prompt you to take shelter, lock doors, or just be aware of a situation.

Uses for EAS:

- Severe weather or flash flood watch / warning
- Radiological emergency or hazardous material spill
- Evacuation notice or civil emergency message
- AMBER Alert

Tornado sirens:

The City & County of Broomfield does not have tornado sirens. The characteristics of the tornadoes that are most likely to occur in the City & County of Broomfield make it difficult to provide warning prior to the tornado being formed. The Emergency Management Unit recommends that every home be equipped with a NOAA Public Alert Weather Radio to receive all watches and warnings that may affect our community.

Citizen Notification

Citizen Notification, formerly called EPN and similar to Reverse 9-1-1®, is a public safety tool that provides emergency notification to residents of impending dangers. The Police Department can activate *Citizen Notification* in a specified area, by use of the telephone system. Authorities map out the affected area, record the emergency message, and send it out. Calls simultaneously reach the specified community to deliver warnings and critical safety instructions.

- *Citizen Notification* uses the 9-1-1 database as its source for telephone numbers. It is able to process up to 2,000 telephone numbers per minute. (*Citizen Notification* will not call a cell phone.)
- The system has a call back feature that ensures the message is delivered.

- Both published and non-published numbers are dialed, and *Citizen Notification* will leave a message if an answering machine picks up.
- If *Citizen Notification* reaches a busy signal, the system will try back three times to reach the intended party.

Tips on Receiving a Message From the EPN System

- The *Citizen Notification* message will not go through if you have a solicitor block on your phone. Deactivate this feature on your phone by dialing *78. To reactivate the service, dial *78.
- Do not call 9-1-1 after you are alerted by the *Citizen Notification* system unless the message directs you to do so, or you have an emergency.
- Do not hang up in the middle of the *Citizen Notification* message. The entire message must be left for the system to notify the Police Department that it was received.

NOAA Public Alert Weather Radio

The use of a National Oceanic and Atmospheric Administration (NOAA) Public Alert Weather Radio is a reliable method for being alerted of and monitoring weather conditions. NOAA Public Alert Weather Radio (or Wx Radio) is used to broadcast National Weather Service forecasts, and severe storm watches and warnings via a low frequency radio wave. NOAA Public Alert Weather Radio is important for more than just receiving severe weather messages. It can also be used for receiving local civil emergency messages from local authorities. Information such as evacuation routes, Shelter-in-Place instructions, and other local emergency information can be broadcast at the request of the Broomfield Police or North Metro Fire Rescue personnel. EAS messages are also broadcast on NOAA Public Alert Weather Radios.

Attention: The Emergency Management Unit recommends that every home be equipped with a NOAA Public Alert Weather Radio to receive all watches and warnings that may affect our community.

NOAA Public Alert Weather Radios can be purchased for a nominal fee at local electronic stores. Look for those equipped with Specific Area Message Encoding (S.A.M.E.) capabilities. This allows you to program the radio for the area(s) that may affect you. It is advised to program the radio for the county that you live in as well as those that are within close proximity.

S.A.M.E. codes:

Broomfield—008014
Boulder—008013
Adams—008001
Weld—008123
Jefferson—008059

Smoke Alarms

Install smoke alarms on every floor of your home, including the basement, and outside of each sleeping area. Test your alarms once a month and replace your alarms after ten years. Change batteries in the spring and fall when you reset your clocks for the time change. Smoke alarms can be purchased at local hardware and discount department stores, and may be the small investment that saves your life and property. For further information on smoke alarms contact North Metro Fire Rescue's Public Education Officer at 720-887-0404 x 2261.

Carbon Monoxide Alarms

Carbon monoxide is a colorless, odorless, and tasteless toxic gas produced as a by-product of combustion. Any fuel-burning appliance, vehicle, tool or other device has the potential to produce dangerous levels of carbon monoxide gas. Examples of carbon monoxide producing devices commonly in use around the home include:

- Fuel fired furnaces (non-electric)
- Gas water heaters
- Fireplaces and woodstoves
- Gas stoves
- Gas dryers
- Charcoal grills
- Lawnmowers, snow blowers and other yard equipment
- Automobiles

There are a number of different types and brands of carbon monoxide alarms on the market today. It is recommended that an alarm be placed on each floor of a residence. Carbon monoxide alarms can be purchased at local hardware and electronic stores. Additional information can be obtained through the Consumer Products Safety Commission at www.cpsc.gov, or 1-800-638-2772.

Channel 8

Channel 8 is for those who are Comcast subscribers and is not accessible to satellite TV systems. Channel 8 is Broomfield's local television access channel where events, messages, and programs are broadcast. During an emergency, you can tune into this channel for information about the local situation, protective action instructions, or phone numbers for additional information.

City and County of Broomfield Web site: www.Broomfield.org

During an emergency, information about the event, instructions on immediate protective actions such as Shelter-in-Place, or phone numbers for additional information about the current emergency situation will be posted.

City and County of Broomfield Emergency Information Call Center

Direct numbers: 303-464-5870 or 303-464-5875

This system is specifically designed to take calls from residents with questions about the current emergency situation. **Do not call 9-1-1 or the Police Communications Center to ask questions.** If the system has been activated, a message with details about the current situation, or answers to frequently asked questions will be announced at the beginning of a call. Following the brief message, the call will be answered by the first available operator. If all operators are busy, the message will repeat itself until an operator is available.

B-WARN—Broomfield Warning and Readiness Network

B-WARN is Broomfield's free subscription based safety notification system designed for people on the go. It is capable of sending alerts to any e-mail enabled device, phones, cell phones, and fax. It does not take the place of other early warning systems, but it serves to reach people that may not have a traditional phone and those that are highly mobile. Broomfield officials will activate this system to alert subscribers to **non-weather** emergencies in the area. For **non-weather** related emergencies, Broomfield will use this technology along with others such as *Citizen Notification* to reach the broadest audience.

How B-WARN works:

- E-mail messages sent to e-mail capable devices
- E-mail messages can carry internet links for additional information
- Electronic voice messages sent to landline phones and cell phones; leaves a voice message if it reaches voicemail
- Sends facsimile to fax machines

Starting in 2009, anyone wishing to subscribe may visit the City and County of Broomfield homepage at www.broomfield.org to sign up. Subscribers may input information for any or all of their electronic communication devices.

Other Alerts

There are many other public and private domain mobile device alerts available on the internet. Many are fee-based while others are available at no cost. Some local newspapers and television stations offer weather, news, and traffic alerts.

EmergencyEmail.org offers notifications such as public health alerts, major product recalls, and severe weather alerts.

Search online for “**mobile alerts**” that suit your needs and preferences.

9-1-1

9-1-1 should be used only for emergencies. An emergency is any serious medical problem (chest pain, seizure, bleeding etc.), any type of fire (business, car, building, etc.), or any life-threatening situation (fights, person with weapons, etc.), or a crime in progress. Use 9-1-1 to report all emergencies!

Before An Emergency Occurs

- ☐ Learn how to dial 9-1-1. Find out if you have to dial an extra number to get an outside line. *(Be advised that the extra number to dial outside of an establishment is not always 9).*
- ☐ Educate everyone in your family on how and when to use 9-1-1.
- ☐ Teach children their full name, address, and phone number.
- ☐ Post emergency contact phone numbers near the phone.
- ☐ Post your address and phone number near the phone, especially if you often have visitors or child care providers in your home.

How to Use 9-1-1

Be prepared to provide the following information:

- ☐ Location of the emergency.
 - ☐ Type of emergency.
 - ☐ Your name, address and phone number.
- Let the call-taker ask you questions - they have been trained to ask questions that will help prioritize the incident.
 - Keep your answers brief.
 - Remain calm and speak clearly.
 - Although an “Enhanced 9-1-1” system will display your telephone number and location, the dispatcher **must** confirm the displayed address.
 - When calling from a cell phone the information provided will be close to the address where you may be standing, but it may be off by hundreds of feet. This may ultimately be several houses away from where help is really needed.
 - Listen to and follow the dispatcher’s instructions. This includes medical instructions if necessary.
 - If you dialed 9-1-1 in error, do **NOT** hang up the telephone. Stay on the line and explain to the dispatcher that you do not have an emergency.

Medical Emergency:

You will be asked to explain the medical problem you are reporting as well as the events leading up to that problem.

- How old is the patient?
- Is the patient breathing normally?
- Is the patient conscious?
- When did this happen?
- Is the patient breathing?

Crime in progress:

You will be asked to describe the following:

The suspect: weapons, sex, age, race, height, weight, hair, glasses, clothing description.

The suspect's vehicle: color, newer/older, make, model, license plate number and state of issue.

- If they have left the scene, what direction were they headed?
- If you are not in a position to safely answer the call-taker (the suspect is nearby) stay on the phone and the dispatcher will ask you questions that can be answered "yes" or "no."

Special Considerations

Cell Phones

The phone number is displayed to the dispatcher, but there is no location provided. **The dispatcher does not know where you are unless you tell them.** Currently, cellular phones provide latitude and longitude of the caller with an accuracy of 50 to 1,000 feet. Although the information provided will be close to where you are standing, it is not exact and may show that you are several houses from where help is really needed. This technology is progressing but is still not exact, so be prepared to give your exact location.

Multi-telephone Systems

Bank branches, office complexes, or hotel/motels, often display only the address and main phone number of the central location. Know your location within the building you are calling from and the direct phone number.

VoIP

Voice Over Internet Protocol (VoIP)

VoIP is an internet based phone system that is only used through a Digital Subscriber Line (DSL) or Broadband connection. Although a number of VoIP providers have updated their services and are working with 9-1-1 centers to ensure caller information is accurate, you should verify the level of service with your provider. There is still the possibility that a communications center may receive your call and the 9-1-1 dispatcher will not receive any address or name information. Therefore, they do not know where you are. Always be prepared to provide your exact location and your name.

Keep in mind that when a VoIP provider sets up a system so that 9-1-1 calls are routed to a 9-1-1 center, the system is specifically tied to your home address. If you have a laptop computer that is taken on vacation or a business trip and a 9-1-1 call is initiated via your VoIP service on that laptop, the jurisdiction that the system was originally routed to will get the call. The City & County of Broomfield Public Safety Communications Center does not have the ability to transfer 9-1-1 calls to agencies outside of Colorado.

SHELTER-IN-PLACE PLANS

What Does Shelter-In-Place Mean?

In some emergencies, the best means of protection is to take shelter within your home. Shelter-In-Place may be necessary in a chemical emergency, where hazardous materials may have been released into the atmosphere; during a tornado, where initial actions should be to take cover “down, in, and under”; or during a snow storm when staying inside and off the roads is the best option. Before a disaster strikes you should create your Shelter-in-Place plans.

Refer to: *Broomfield Hazards* section for tips on planning for specific disasters.



Shelter-In-Place for a Hazardous Material Spill

Shelter-in-Place for a Hazardous Material Spill means selecting a small, interior room with no or few windows, and taking refuge there. **It does not mean covering your entire home with plastic.**

To develop your Shelter-in-Place for a Hazardous Material Spill plan follow these steps:

- ☐ Ensure that doors and windows close tightly.
- ☐ Learn how to turn off ventilation equipment including furnaces, swamp coolers, and air conditioning.
- ☐ Consider making modifications to your home by using weather stripping, caulking, installing storm windows and storm doors to create a more airtight environment.
- ☐ Consider precutting plastic sheeting to seal windows, doors, and vents. Each piece should be several inches larger than the space you want to cover so that they lay flat against the wall. Label each piece with the location of where it fits (*these should be stored with duct tape and a towel and kept by your 72-Hour Preparedness Kit*).

Tip: The intent of covering windows and doors with plastic is to seal out the “bad air”. If your home is equipped with tight sealing windows and doors you may not need to cover them in plastic.

Tip: Your Shelter-in-Place room should have one corded desk or wall phone (one that works without electricity). Cellular telephone equipment may be overwhelmed or damaged during an emergency and will not receive *Citizen Notification* calls.

- ☐ Choose an interior room above ground with as few windows as possible to be your designated Shelter-in-Place room.
- ☐ Assemble a 72-Hour Preparedness Kit. Include all three components: *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit*.

Shelter-In-Place for a Tornado

When a tornado is coming, you have only a short amount of time to make life-or-death decisions.

Initial actions should be to take cover “down, in, and under.” “Down” is the lowest floor of your home or the complex that you live in, “in” is the most internal location, and “under” is under sturdy furniture, or to the basement of your home if available.

To develop your Shelter-in-Place for a Tornado plan follow these steps:

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Learn the Early Warning / Information Systems available in Broomfield.
- ☐ Obtain a NOAA Public Alert Weather Radio to monitor severe weather.

Tornado Danger Signs

- An approaching cloud of debris can mark the location of a tornado, even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Tornado sirens: The City & County of Broomfield does not have tornado sirens. The characteristics of the tornadoes that are most likely to occur in the City & County of Broomfield make it difficult to provide warning prior to the tornado being formed. **The Emergency Management Unit recommends that every home be equipped with a NOAA Public Alert Weather Radio to receive all watches and warnings that may affect our community (refer to Early Warning / Information Systems).**

- ☐ Learn the early **warning terms** for **Tornadoes**.

Tornado Watch is issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms. This is the time to remind family members where the safest places within your home are located; and to listen to the radio or television for further developments. When a **Tornado Watch** is announced, it means conditions are present for a tornado.

Tornado Warning is issued when a tornado has been sighted or indicated by weather radar. Take shelter immediately. Keep a radio / TV tuned for further information, and gather emergency supplies.

- ☐ Designate an interior room as your safe area.

Attention: Choose an area in the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.

In Mobile Homes

Mobile homes are particularly vulnerable to damage from a tornado. Action should be taken when a **Tornado Watch** is issued. **Do not remain in a mobile home if a tornado is approaching.**

- ☐ Predetermine safe shelter locations.
 - Choose a building with a strong foundation, such as the clubhouse or other nearby structure.

Shelter-In-Place for a Winter Storm

To develop your Shelter-in-Place for a Winter Storm plan follow these steps:

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Obtain a NOAA Public Alert Weather Radio to monitor severe weather.
- ☐ Learn the Early Warning / Information Systems available in Broomfield.
- ☐ Learn the **warning terms** for Winter Storms, so that you clearly understand the risk to your family and your community.

Winter Storm Watch—indicates that severe winter weather may affect your area. Be alert, a storm is likely.

Winter Storm Warning—indicates that severe winter weather conditions are definitely on the way. Take action, the storm is in or entering the area.

Blizzard Warning—large amounts of falling or blowing snow and sustained winds of at least 35 mph are expected for several hours. Snow and strong winds will produce blinding conditions, near zero visibility, deep drifts, and life-threatening wind chill – seek refuge immediately!

Winter Weather Advisory—winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists.

Frost / Freeze Warning—below freezing temperatures are expected, and may cause damage to plants.

Wind Chill—calculation of how cold it feels outside when the effects of temperature and wind speed are combined. A strong wind combined with a temperature of just below freezing can have the same effect as a still-air temperature approximately 35° colder.

EVACUATION PLANS

Evacuation plans identifying escape routes are crucial and could save lives. Keep in mind that if local authorities order an area evacuation you should follow the directions provided.

Refer to: *Broomfield Hazards* section for tips on planning for specific disasters.



There are two *Evacuation Plans* that must be developed.

- 1) Evacuation plan out of your home. In case of a fire or gas leak directly within your home.
- 2) Evacuation plan out of your neighborhood. In situations such as a hazardous material spill affecting your neighborhood.

Evacuation plan out of your home.

To develop your Evacuation plan out of your home follow these steps:

- ☐ Plan your escape—draw a floor plan of your home and mark two ways out of each room.
- ☐ Determine a meeting spot directly outside your home, such as the mailbox or end of the driveway.
- ☐ Review the plan with all members of your household.
- ☐ Practice evacuation drills.

Tip: If you reside in a multi-family dwelling such as an apartment or condominium, the parking lot directly outside of your home may be the best location.

Evacuation plan out of your neighborhood.

To develop your Evacuation plan out of your neighborhood follow these steps:

- ☐ Assemble a 72-Hour Preparedness Kit. Include all three components: *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Plan your escape—pre-determine at least two ways out of your immediate neighborhood.
- ☐ Determine places where your family will meet; both within and outside your immediate neighborhood, designate primary and secondary locations.
- ☐ Develop a neighborhood plan that includes alternatives for children that may be at home alone and seniors that are unable to drive.
- ☐ Become familiar with alternate routes and other means of transportation out of your area.
- ☐ Always keep at least 1/2 tank of gas in your vehicle.

- ☐ Ask an out-of-state friend to be your family contact.
- ☐ Contact your childrens' schools to determine their evacuation policies and procedures.
- ☐ Pre-determine arrangements for your pets. Most shelters do not accept pets.
- ☐ Assemble a *Pet Emergency Supply Kit* if needed.

Tip: After a disaster, it is often easier to call long distance as opposed to locally. Other family members should call this person and tell them where they are. Everyone must know the contact's phone number and have coins or a prepaid phone card to use.

WINTER STORMS

Winter storms are common in Colorado. The snowstorm of March 2003 set records which caused millions of dollars in damage to power lines / buildings, and stranded hundreds of people. This was followed by blizzard conditions in December of 2005 that brought the city to a stand still with shelters being set up for stranded motorists at a number of locations across the Front Range.

Before Severe Weather Arrives

- ☐ Have a 72-Hour Preparedness Kit assembled. Include all three components. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Obtain a NOAA Public Alert Weather Radio to monitor severe weather.
- ☐ Create a Shelter-in-Place plan for Winter Storms.
- ☐ Learn the Early Warning / Information Systems available in Broomfield.
- ☐ Learn the **warning terms** for Winter Storms, so that you clearly understand the risk to your family and your community.

Refer to:
*Preparedness
Essentials*



Winter Storm Watch—indicates that severe winter weather may affect your area. Be alert, a storm is likely.

Winter Storm Warning—indicates that severe winter weather conditions are definitely on the way. Take action, the storm is in or entering the area.

Blizzard Warning—large amounts of falling or blowing snow and sustained winds of at least 35 mph are expected for several hours. Snow and strong winds will produce blinding conditions, near zero visibility, deep drifts, and life-threatening wind chill – seek refuge immediately!

Winter Weather Advisory—winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists.

Frost / Freeze Warning—below freezing temperatures are expected, and may cause damage to plants.

Wind Chill—calculation of how cold it feels outside when the effects of temperature and wind speed are combined. A strong wind combined with a temperature of just below freezing can have the same effect as a still-air temperature approximately 35° colder.

- ☐ Locate snow shovels and ice scrapers.
- ☐ Service snow removal equipment and have rock salt on hand to melt ice on walkways, and kitty litter or sand to generate temporary traction.
- ☐ Winterize your house. Install storm shutters, storm doors and storm windows.

- ☐ Have your furnace inspected.
- ☐ Prepare your car, including a *Car Kit*.

During A Winter Storm

- ☐ Implement your Shelter-in-Place plan for a Winter Storm.
- ☐ Monitor your NOAA Public Alert Weather Radio, or keep a local radio and/or TV station on for information and emergency instructions.
- ☐ Stay indoors and dress warmly.
- ☐ Avoid travel if possible.
- ☐ Check on neighbors, especially elderly and those with disabilities.
- ☐ Make sure pets have plenty of food, water and shelter.

While Outdoors

- Wear several layers of loose-fitting, lightweight, warm clothing, rather than one layer of heavy clothing.
- Outer garments should be tightly woven and water-repellent.
- Wear mittens or gloves.
- Wear a hat.
- Cover your mouth with a scarf to protect your lungs from extremely cold air.
- Wear sturdy, waterproof boots in snow or flooding conditions.
- Keep dry.
- Avoid overexertion. Cold weather puts an added strain on the heart. Unaccustomed exercise such as shoveling snow or pushing a car can bring on a heart attack or make other medical conditions worse.
- Be aware of symptoms of dehydration.
- Watch for signs of frostbite and hypothermia.

Preparing Your Car

The leading cause of death during winter storms is transportation accidents. Preparing your vehicle for the winter season and knowing how to react if stranded or lost on the road are the keys to safe winter driving.

- ☐ Place a *Car Kit* in each car.
- ☐ Keep your vehicles fueled, in good repair, and with good winter tires.
- ☐ Have your vehicle maintained to assure it can function in severe winter conditions. See your local mechanic.

Winter Driving

- ☐ Plan your travel route and check the latest weather reports to avoid the storm.
 - Call Colorado State Patrol Road Reports: 303-639-1111 or 1-800-315-7623 or visit www.cotrip.org
- ☐ If traveling by car during a winter weather advisory or winter storm watch:
 - Do so in daylight.
 - Do not travel alone.
 - Keep others informed of your schedule and route.
 - Stay on main roads.

If A Blizzard Traps You In Your Car

- Pull off the road, set hazard lights to flashing, and hang a distress flag from the radio antenna or window.
- Remain in your vehicle; rescuers are most likely to find you there. Do not set out on foot unless absolutely necessary and you can see a building close by.
- Conserve fuel, but run the engine and heater about ten minutes each hour to keep warm, cracking a downwind window slightly to prevent carbon monoxide poisoning.

THUNDERSTORMS (LIGHTNING & HAIL)

Colorado has more thunderstorm days than any other state except Florida. Thunderstorms in Colorado are often times accompanied by lightning and hail. Lightning is considered the greatest hazard for this area during summer weather.

Before Severe Weather Arrives

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Obtain a NOAA Public Alert Weather Radio to monitor severe weather.
- ☐ Learn the Early Warning / Information Systems available in Broomfield.
- ☐ Learn the **warning terms** for Thunderstorms so that you clearly understand the risk to your family and your community.

Refer to:
Preparedness
Essentials



Thunderstorm Watch—conditions are favorable for thunderstorms to produce wind gusts to 58 mph or stronger, or hail to 3/4 inch or larger in the watch area. These watches are issued for 4 to 6 hours at a time and for a number of counties. Stay informed, watch the sky, and take cover if a severe thunderstorm is approaching.

Thunderstorm Warning—a severe thunderstorm has been detected by radar, or by a trained spotter. Take cover if you are near the severe thunderstorm.

- ☐ Learn CPR and First Aid.

During Thunderstorms and Lightning

If caught outside:

- Move quickly to shelter.
- If you feel your hair stand on end, drop to the ground in a crouched position, hands on knees. Do not lie flat on the ground.
- Keep several yards away from other people. In open areas, go to a low place like a ravine, gully or valley.
- Avoid hilltops, open water, trees or telephone poles. In a forest, move under a growth of small trees.

Remember—if you can hear thunder – you are close enough to be struck by lightning!

Learn the Flash-to-Bang method.

When you see lightning, count how many seconds until you hear thunder. If the time is 5 seconds, the lightning is one mile away. If it is 10 seconds, the lightning is two miles.

Practice the 30/30 rule—Seek shelter if the Flash-to-Bang delay is 30 seconds or less. Remain under cover for 30 minutes after the final clap of thunder.

If inside:

- Postpone outdoor activities if thunderstorms are imminent. Stay indoors and away from windows during a storm.
- Avoid touching metal. Utility lines and metal conduct electricity.
- Unplug appliances not necessary for obtaining weather information. Power surges can cause serious damage.
- Avoid using the telephone or any electrical appliances.
- Do not take a bath or shower during a thunderstorm.

TORNADOES

When a tornado is coming, you have only a short amount of time to make life-or-death decisions.

Advance planning and quick response are the keys to surviving a tornado. Initial action should be to take cover “down, in, and under.”

Tornado Danger Signs

- An approaching cloud of debris can mark the location of a tornado, even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Before A Tornado

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Create a Shelter-in-Place plan for Tornado.
- ☐ Create an evacuation plan if you are in a Mobile Home.
- ☐ Obtain a NOAA Public Alert Weather Radio to monitor severe weather.
- ☐ Learn the Early Warning / Information Systems available in Broomfield.
- ☐ Learn the **warning terms for Tornadoes** so that you clearly understand the risk to your family and your community.

Refer to:
*Preparedness
Essentials*



Tornado sirens:

The City & County of Broomfield does not have tornado sirens. The characteristics of the tornadoes that are most likely to occur in the City & County of Broomfield make it difficult to provide warning prior to the tornado being formed. The Emergency Management Unit recommends that every home be equipped with a NOAA Public Alert Weather Radio to receive all watches and warnings that may affect our community.

Tornado Watch—issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms. This is the time to remind family members where the safest places within your home are located; and to listen to the radio or television for further developments. When a **Tornado Watch** is announced, it means conditions are present for a tornado.

Tornado Warning—issued when a tornado has been sighted or indicated by weather radar. Take shelter immediately. Keep a radio / TV tuned for further information, and gather emergency supplies.

During a Tornado

- ☐ Bring people and pets inside.
- ☐ Implement your Shelter-in-Place plan for a tornado.
- ☐ Monitor your NOAA Public Alert Weather Radio.
- ☐ Use the telephone for emergency calls only.

In Mobile Homes

Mobile homes are particularly vulnerable and early action is needed. When a **tornado watch** is issued, take shelter in a building with a strong foundation.

- If a tornado is approaching go to your predetermined safe shelter location. **Do not remain in a mobile home.**
- If shelter is not available, lie in a ditch or low-lying area a safe distance away from the mobile home.

At work, school or other places you visit

- Learn about tornado shelter-in-place plans before a tornado occurs.
- Go to designated safe areas, or choose areas that are windowless; an interior room (bathroom, closet, or hallway); put as many walls as possible between you and the outside.
- Stay out of areas with wide free-span roofs like auditoriums, gyms, cafeterias, and shopping centers.
- Stay away from windows.
- Keep a radio tuned to a local station, and follow emergency instructions.

In a Car or Outside

Do not try to out run a tornado in your car; instead, leave it immediately for safe shelter if possible.

- If caught outside or in a vehicle, get inside a building if possible.
- If shelter is not available, lie flat in a nearby ditch or low-lying area and cover your head with your arms. Be aware of flying debris.

FLOODING

Although Broomfield is not at risk of a major river flooding the city, there are many areas that flood. During heavy rainstorms locations such as Midway and Community Park can become covered in water that rapidly flows through the creek and storm drains. What may appear to be a great swimming hole may quickly over take even the strongest swimmer. These areas, as well as other locations that fill with water during storms should be avoided.

Local streets and basement flooding may also occur during severe rainstorms, or may be the result of a rapid spring snowmelt. Being prepared for the unexpected can reduce damage and ensure your safety.

Before Severe Weather Arrives

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Obtain a NOAA Public Alert Weather Radio to monitor severe weather.
- ☐ Learn the **warning terms** for possible **Flooding**.

Refer to:
*Preparedness
Essentials*



Flash Flood or Flood Watch—be alert to signs of flash flooding and be ready to evacuate on a moments notice.

Urban and Small Stream Flood Advisory—local flooding of small streams, streets, or low-lying areas, such as railroad underpasses, is occurring or is imminent.

Flash Flood Warning—a flash flood is imminent - act quickly to save yourself, because you may have only seconds.

Flood Warning—flooding has been reported or is imminent—take necessary precautions at once.

- ☐ Learn the Early Warning / Information Systems for Broomfield.
- ☐ Create evacuation plans.
 - ☐ Evacuation plan out of your home.
 - ☐ Evacuation plan out of your neighborhood.
- ☐ Determine if you are in an area that needs additional flood insurance (*such as 100 year flood area*), purchase a flood insurance policy if needed.

During A Flood

- Avoid areas subject to sudden flooding.
- Do not try to walk across running water more than 6 inches deep; even 6 inches of rapidly running water can sweep you off your feet.

- Do not drive into flooded areas. If your car stalls, abandon it immediately, and seek higher ground if possible.
- Do not allow children to play in and around ditches, culverts, or grates.
- If ordered to evacuate, grab your *Go Kit* and follow the directions of local authorities.
- Keep a radio tuned to a local station and follow emergency instructions.

Returning to Your Home After a Flood

- Do not turn electricity back on if you smell gas or if the electric system has been flooded.
- Wear sturdy work boots and gloves.
- Do not handle electric equipment in wet areas.
- Use flashlights to check buildings containing natural gas, propane, or gasoline.
- Follow directions from local authorities regarding the safety of drinking water.
- Clean and disinfect everything that was touched by flood waters.
- Throw out any food that came in contact with floodwaters.
- Report broken utility lines to the utility company.
- Keep tuned to your radio or television station for advice and instructions from local authorities on where to obtain medical care and where to get assistance for such necessities as housing, clothing, and food.

EARTHQUAKE

Colorado is not usually thought of as an area at risk of a severe earthquake. However, geologic studies indicate that there are about 100 potentially active faults in Colorado. One of these fault lines is located along the Front Range, running from Estes Park to Colorado Springs and is parallel to the foothills in this area. On November 7, 1882 there was a 6.5 earthquake that occurred near Estes Park along this fault line that caused damage to the power plant in Denver and cracked buildings in Boulder. Seismologists predict that Colorado will again experience a 6.5 earthquake at some unknown point in the future with more severe consequences. Earthquakes are a hazard that you should be aware of and prepare to deal with even though the threat seems to be dormant at this time.

There may be disruptions to communications, utilities, and transportation due to an earthquake. Additional dangers include: downed power lines, broken gas lines, fires, hazardous material spills, public health issues, collapsed bridges, and unstable buildings.

Before an Earthquake

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Create Evacuation plans.
 - ☐ Evacuation plan out of your home.
 - ☐ Evacuation plan out of your neighborhood.
- ☐ Obtain a NOAA Public Alert Weather Radio.
- ☐ Determine a sturdy area or piece of furniture in your home that will act as protection. This can be a doorway or sturdy piece of furniture in the center of your home away from the glass and any objects that may fall.
- ☐ Secure furniture, fixtures and other objects that are subject to falling during an earthquake, such as, water heaters, book shelves, and mirrors.

Refer to:
Preparedness
Essentials



During an Earthquake

- ☐ Remain calm. Don't run or panic.
- ☐ If indoors, stay there.
- ☐ Take cover under a sturdy piece of furniture or counter, or brace yourself against an inside wall.
- ☐ Protect your head and neck.

- ☐ If outdoors, move into the open, away from buildings, street lights, and utility wires.
- ☐ Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
- ☐ If you are in a moving vehicle, stop as quickly as safety permits, but stay in the vehicle.

After an Earthquake Occurs

- ☐ Check for injuries. Don't attempt to move seriously injured persons unless they are in imminent danger.
- ☐ Check for damage, especially anything that may be causing hazardous conditions. Situations that may occur include:
 - **Fire** – If possible and you have been trained to do so, put out small fires. If not, leave the area and call for help!
 - **Gas leaks** – Evacuate and call 9-1-1 from a safe location.
 - **Downed utility lines** – Do not touch them and stay away. Report to local authorities.
- ☐ Document and report any damage that you observe.
- ☐ Be prepared for additional earthquake aftershocks.
- ☐ Assist your neighbors in need if you can do so without jeopardizing your own safety.
- ☐ Utilize your *72-Hour Preparedness Kit* as needed.
- ☐ Keep a radio tuned to a local radio station and follow emergency instructions.
- ☐ Utilize your Evacuation plans if needed.

PUBLIC HEALTH

Staying healthy is important to you and your entire family. There are many types of germs (viruses and bacteria) that cause many types of illnesses – including the common cold or flu, food borne illness, Lyme disease, hantavirus, or plague. You can help keep yourself and your family healthy by establishing a few practices to utilize in your everyday life. This will help minimize the spread of disease and avoid a potential pandemic in our community.

Before a Public Health Emergency

- ☐ Assemble a 72-Hour Preparedness Kit. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Have non-prescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- ☐ Purchase additional supplies of tissues and trash bags.
- ☐ Purchase surgical masks. These can be purchased at your local pharmacy.
- ☐ Establish the following good hygiene and disease control practices:
 - **Wash your hands.** Wash your hands frequently with soap and water for at least 20 seconds. Use an alcohol-based hand rub if you cannot wash your hands. Avoid touching your mouth, nose and eyes.
 - **Routinely Clean and Disinfect Surfaces.** In the kitchen, clean and disinfect counters and other surfaces before, during, and after preparing food. Use 1 tsp. of bleach for each gallon of water. Use paper towels that can be thrown away or cloth towels that can be washed in hot water. In the bathroom, routinely clean and disinfect all surfaces, especially if someone in your home has been sick. Disinfect all surfaces of the telephones in your home as well.
 - **Cook meats and poultry properly.** The U.S. does not import or sell poultry from countries where bird flu has been found. If poultry raised in this country become infected with bird flu, it will still be safe to eat if it has been properly cooked to at least 165° F.
 - **Refrigerate food promptly.** Cold temperatures slow the growth of harmful bacteria. Keep a constant refrigerator temperature of 40° or below, and the freezer should be 0° or below. Refrigerate foods as soon as possible.

Refer to:
*Preparedness
Essentials*



- **Get immunized.** Make sure you and your children get the shots suggested by your doctor or health care provider. Keep records of all immunizations for the entire family. Get a flu shot each fall prior to the on-set of cold and flu season. Contact your health care provider, or Health and Human Services to find out when and where you can get a flu shot.
- **Use antibiotics appropriately.** Antibiotics are used to treat certain bacterial infections – they should be taken exactly as prescribed by your health care provider. Keep in mind that antibiotics don't work against viruses such as colds or flu and should not be taken every time you are sick.

- **Be careful with household pets.** All pets should be routinely cared for by a veterinarian and immunized as recommended. Clean litter boxes daily. Don't allow children to play where animals go to the bathroom. Wash your hands thoroughly with soap and water after contact with animals and cleaning the litter box.

About Children and Pets:

Babies and children under 5 are more likely to get diseases from animals—so keep these special guidelines in mind.

- Young children should not be allowed to kiss pets or put their hands or other objects into their mouths after touching animals.
- Be particularly careful when visiting farms, petting zoos, and fairs.

- **Avoid contact with wildlife.** Wildlife can carry diseases that are harmful to you and your pets. Clear brush, grass, and debris from around the house to eliminate nesting sites for mice and other rodents. Keep trash cans covered and remove food that may attract raccoons, skunks, squirrels, etc.

Wild Animals: What are the risks?

- Mice and other wild animals can carry deadly diseases like hantavirus and plague.
- Bats, raccoons, skunks, and foxes can transmit rabies.
- Ticks can transmit Rocky Mountain spotted fever and Lyme disease.

- **Use insect repellent to prevent tick and mosquito bites.** Use insect repellent that contains DEET. Do a routine tick check after spending time outdoors.

Ticks should be removed immediately with tweezers by applying gentle, steady pressure until they release their bite.

During

- ☐ Contact your family physician and follow their advice.
- ☐ Cover your cough. Always use a tissue to cover your mouth when you cough or sneeze – do not use your hands. Throw used tissues in the trash. Cough or sneeze into your sleeve if you do not have a tissue.
- ☐ Stay home when you are sick.

Attention: During an outbreak of a highly contagious disease, social distancing may be implemented.

- You may be told to stay away from crowded places, such as shopping malls, movie theaters or sporting events.
- You may be advised to stay home from school or work, just like a “snow day.”
- If you become sick, you may be asked to stay in your home or in the hospital for a certain number of days.

Treatment of water in the event of a disaster:

There may be situations where the water supply may become contaminated due to flooding or other means. In these cases, a family must have a safe adequate supply of water in order to meet daily needs. **Note:** The water treatment methods described below are **only** for bacteria and protozoan contamination. If the water has been contaminated with a chemical, use only commercially bottled water.

Water Treatment Methods

Boiling: If the water is cloudy, muddy or has debris in it, filter it through a clean cloth or coffee filter before boiling. Bring the filtered water to a rolling boil and boil for one (1) minute. Allow the water to cool to room temperature. Store the water in clean closed containers. **Note:** If boiled water is to be stored for long periods of time, chlorinate it to ensure safe storage. See chlorination procedure below:

Boil all water for drinking, inclusion in recipes, washing fruits and vegetables, making ice, manually washing dishes and utensils, and brushing teeth.

Bathing and showering in the water should present no problems for immunocompetent/healthy individuals. To err on the side of safety, immunocompromised individuals may choose to add ¼ cup of bleach to bath water prior to bathing.

Chlorination: Bring clean water to room temperature. Using an eye dropper, add ten (10) drops of household bleach (sodium hypochlorite, 5% solution) for each gallon of water. Thoroughly stir the water and allow the chlorinated water to stand for thirty (30) minutes prior to use. Store the water in clean closed containers.

Water Treatment Alternatives

Bottled Water: Commercially bottled water may be used for drinking, cooking and bathing purposes.

Ice Source: When a water supply is contaminated, ice that is made from this contaminated water will also be contaminated. Only use ice made from safe water sources.

For more information on emergency water treatment and food storage during a disaster, contact the Broomfield Public Health and Environment Division at 720-887-2220.

HAZARDOUS MATERIALS

Today's world is full of chemicals. We use them daily at work and at home, to fuel our vehicles and to clean our kitchens and bathrooms. They travel through our town via automobiles, tanker trucks, and trains daily. Although these chemicals make our lives easier, they also pose a hazard. The following tips will help you if a spill occurs in the community or your neighborhood.

Household Hazardous

Materials: For tips on proper handling and storage of household hazardous materials, refer to the *Home Safety / Household Hazardous Materials* section.

Before a Hazardous Material Spill Occurs

- ☐ Have a 72-Hour Preparedness Kit assembled. *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Create a Shelter-in-Place plan for a Hazardous Material spill.
- ☐ Create your Evacuation plan out of your neighborhood.
- ☐ Obtain a NOAA Public Alert Weather Radio.
- ☐ Learn the Early Warning / Information Systems available in Broomfield.

Refer to:
*Preparedness
Essentials*



During a Hazardous Material Spill

If ordered to Shelter-in-Place:

- ☐ Move people and pets indoors immediately.
- ☐ Implement your Shelter-in-Place plan for a Hazardous Material Spill.
 - ☐ Locate your *Home Kit* and *Go Kit* and take it with you.
 - ☐ Go to your pre-selected interior room of the house, with as few windows as possible, that is above ground level.
 - ☐ Close and lock all windows and doors to provide a tighter seal.
 - ☐ Turn off all heating, cooling, and ventilation devices, including window and attic fans, fireplace dampers, and anything that moves air in and out of the house.
 - ☐ If pre-planned, use duct tape and precut heavy plastic to tightly cover and seal all doors, windows, air vents and cracks from the interior.
 - ☐ Place a wet towel at the bottom of the door to absorb gases that may leak into the house.
- ☐ Turn on the radio or television to a local news channel and keep listening for further instructions.
- ☐ Stay off the phone unless you have an emergency.

If ordered to Evacuate:

- ☐ Implement your Evacuation plan out of your neighborhood.
 - ☐ Grab your *Go Kit* and leave as soon as possible.
 - ☐ Stay calm and follow the instructions of local authorities. Lock your home.
 - ☐ Wear clothing and sturdy shoes that will protect you from the elements.
 - ☐ Check with neighbors who may need a ride.
 - ☐ Take your *Pet Emergency Supply Kit* if needed.
- ☐ Use travel routes specified by local authorities – don't use shortcuts (*those areas may be impassable or dangerous*).
- ☐ Listen to your radio and follow the instructions and updates of local authorities.

What About Children At School?

Children will be taken inside the school building during a hazardous material emergency and remain inside until the danger has passed. The best action to take is to follow the instructions of your local authorities, and if directed, stay where you are and Shelter-in-Place.

Although it is natural to wish to pick up your children from school in a hazardous material emergency, attempting to do so could make matters worse. You and your children could be exposed to the hazardous materials while traveling to and from school.

If you are sure you have time

- ☐ Shut off water, gas and electricity before leaving, if instructed to do so.
- ☐ Post on the front door the "We Have Evacuated" sign from the *Preparedness Essentials / Evacuation Plans* section, telling others who left, when you left, and where you are going.
- ☐ Once you are to safety call or e-mail your out-of-state contact.

If you come upon a hazardous material spill:

- ☐ Stay up-hill, up-wind, and up-stream from it.
- ☐ Avoid contact with any spilled liquid materials, airborne mist, or solid chemical deposit.
- ☐ Call 9-1-1 from a safe location.
- ☐ Rely on and follow the instructions of your local authorities.
- ☐ Seek medical treatment for symptoms related to the hazardous materials release.
- ☐ If medical help is not immediately available, remove your clothing and shower thoroughly. Place exposed clothing and shoes in a tightly sealed container, avoiding contact with other materials.
- ☐ Advise everyone who comes in contact with you that you may have been exposed to a toxic substance.

TERRORISM

Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon, have left many concerned about the possibility of future incidents in the United States, and their potential impact. They have raised uncertainty about what might happen next, increasing stress levels. Nevertheless, there are things you can do to prepare for the unexpected and reduce the stress that you may feel now and later, should another emergency arise.

Before a Terrorist Attack Occurs

- ☐ Have a 72-Hour Preparedness Kit assembled. Include all three components: *Home Kit + Go Kit + Car Kit = 72-Hour Preparedness Kit.*
- ☐ Create a Shelter-in-Place plan for a Hazardous Material Spill.
- ☐ Create evacuation plans.
 - ☐ Evacuation plan out of your home.
 - ☐ Evacuation plan out of your neighborhood.
- ☐ Obtain a NOAA Public Alert Weather radio.
- ☐ Learn the Early Warning / Information Systems available in Broomfield.

Refer to:
Preparedness
Essentials



If Disaster Strikes

- ☐ Remain calm and be patient.
- ☐ Listen to your local radio or television for news and instructions.
- ☐ Follow directions of local authorities.
- ☐ Utilize your Shelter-in-Place plan for a Hazardous Material Spill or Evacuation plan out of your neighborhood if told to do so.
- ☐ Use appropriate Early Warning / Information Systems.
- ☐ Check on your neighbors, especially those living alone, elderly or disabled.

Tip: The aftermath of a Terrorist attack often results in a Hazardous Material incident. Therefore if you are prepared for a Hazardous Material incident you are prepared for a Terrorist attack.

FIRE

Broomfield residents are most at risk of a home or structure fire. There are also areas such as designated open space or fields that may be at risk of fire.

If there is a fire within the community in an open space or field follow the directions of the local authorities. If told to evacuate implement your evacuation plan out of your neighborhood and take your *Go Kit*.

The information provided below is specific to a home or structure fire.

Before a Fire Occurs

- ☐ Install smoke alarms.
- ☐ Create your Evacuation plan out of your home.
- ☐ Go over the plan with your household and practice your escape routes.
- ☐ Learn how to use 9-1-1.
- ☐ Learn how and when to use fire extinguishers. Contact the North Metro Fire Rescue Public Education Officer at 720-887-0404 x2261.
- ☐ Place fire extinguishers in a visible and accessible location such as your kitchen and garage. Replace them if they lose their charge or have been used.
- ☐ Purchase a fireproof safe—Always store important documents in a fire proof safe or safety deposit box. Copies can be kept in your *Go Kit*.

Refer to:
*Preparedness
Essentials*



Additional Safety Tips

- **Cook safe**—never walk away from what you are cooking. Turn pot handles inward so they cannot be bumped or reached by young children.
- **Keep matches and lighters out of sight**—lock these items up high and out of reach of children. Teach young children to tell you if they find these items.
- **Use electricity safely**—if your appliances smoke or have odd smells, blow fuses, trip circuit breakers or have frayed / cracked cords—replace them! Do not run extension cords across doorways or overload your circuits.
- **Space heaters**—keep portable heaters at least 3 feet away from anything that can burn. Turn them off when you go to bed or leave your home.

- **Candles**—secure candles in holders made of glass, ceramic, metal or other noncombustible material. Place burning candles on secure furniture away from curtains, drafts and vents. Do not leave burning candles unattended. Extinguish all candles before leaving the house or going to bed.
- **Smokers' safety**—do not smoke in bed or when you are drowsy. Have large, deep ashtrays throughout your house. Soak your ashes and butts before dumping them.

If a Fire Occurs

- ☐ Evacuate immediately.
- ☐ Go to your predetermined meeting place.
- ☐ Account for everyone.
- ☐ Call 9-1-1. Use your cell phone or go to a neighbors.
- **CRAWL LOW UNDER SMOKE**—smoke and heat rise, so crawling low will provide you with cleaner and cooler air. Get down on your hands and knees, with your head 1-2 feet above the floor.
- **DO NOT PANIC** – remain calm and listen to instructions.
- **DO NOT RUN.**
- **DO NOT OPEN HOT DOORS** – before opening any door, touch it near the top to check if it is hot.
- **DO NOT USE ELEVATORS.**
- **DO NOT BREAK WINDOWS** – oxygen feeds fires.
- **DO NOT ASSIST FIRE-FIGHTING PERSONNEL** – unless asked to do so.
- **DO NOT BE A SPECTATOR** – head away from the problem area, to a designated safe refuge. Remain in this area until instructed to return or relocate.

At Work or School

- ☐ Learn and follow the evacuation plan.
- ☐ Evacuate when instructed to do so, using the quickest route out of the building. Evacuation routes should minimize exposure to hazards.
- ☐ Close windows, turn off lights, and close (**BUT DO NOT LOCK**) doors.
- ☐ Keep to the right, grasp available handrails, walk, keep silent, and if the assigned exit is not usable, take the next nearest stairs.
- ☐ Account for everyone.

POWER OUTAGES

A power outage can occur any time of the year. The affected area may be countywide or specific to a few blocks of an individual neighborhood. During winter storms, a power outage may be caused by heavy and blowing snow, or a traffic accident involving a power pole. Summer storms, as well as electrical demands to run air conditioners during a heat wave in mid July, may also cause a power outage.

Actions taken will be weather-dependent, and may be anything from keeping doors and windows closed in the winter to stay warm, to opening windows in the summer to allow fresh air into your home.

- **DO NOT CALL 9-1-1** for information on a power outage unless you have an emergency.
- For information contact your specific power company:
 - Xcel Electric: 1-800-895-1999
 - Xcel Gas: 1-800-895-2999
 - United Power: 303-659-0551
- Check on your neighbors.

Remember—For most of us a power outage is a minor inconvenience, but for some it could be life-threatening. Make it a routine habit to check on neighbors who have special needs that could be affected by the loss of power.

Food safety during a power outage

In the event of an extended power outage, keep the refrigerator and freezer doors tightly closed. Only open when absolutely needed. If used conservatively, most refrigerators and freezers should keep food items cold for an extended period without power. In order to know what the inside temperature is, a thermometer is needed and can be purchased at most grocery and department stores. It is recommended that the internal temperature of a refrigerator be kept at 40°F or below. Freezers should be kept at a temperature where the food is frozen solid. If food temperatures start to climb, ice can be put in refrigerators and freezers to help keep food cold.

If you are uncertain about food that has been stored at room temperature or may have been compromised in some way, the rule of thumb is: **When in doubt, throw it out!**

For more information on emergency water treatment and food storage during a power outage, contact the Broomfield Public Health and Environment Division at 720-887-2220.

HOME SAFETY

Home Hazard Check

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or bookshelf can fall. Inspect your home at least once a year and fix potential hazards. Contact North Metro Fire Rescue at 720-887-0404 x2261 to learn about Home Safety.

Conduct a Home Hazard Hunt

- ☐ Repair or replace defective electrical wiring, frayed or cracked extension and appliance cords, loose prongs, and plugs.
- ☐ Make sure there is only one plug per outlet.
 - If you must use an extension cord, use a cord that is rated for the electrical load and no longer than is really needed.
- ☐ Remove electrical cords that run under rugs or over nails, heaters, or pipes.
- ☐ Cover exposed outlets and wiring.
- ☐ Repair or replace appliances that overheat, short out, smoke or spark.
- ☐ Repair leaky gas connections.
- ☐ Anchor water heater, large appliances, bookcases, tall or heavy furniture, shelves, mirrors and pictures to wall studs.
- ☐ Fit water heater with a flexible gas supply line.
- ☐ Place large or heavy objects on lower shelves.
- ☐ Install clips, latches or other locking devices on cabinet doors.
- ☐ Provide strong support and flexible connections on gas appliances.
- ☐ Brace overhead light fixtures.
- ☐ Hang heavy items such as pictures and mirrors away from beds and places where people sit.
- ☐ Repair cracks in ceilings or foundations.
- ☐ Store weed killers, pesticides, and flammable products away from heat sources.
- ☐ Place oily polishing rags or waste in covered metal cans.
- ☐ Keep stairs and walkways clear of clutter; items such as shoes, magazines, backpacks, toys, etc.
- ☐ Ensure that throw rugs have non-skid backing or are securely fastened with an adhesive or double stick tape.

CHILD SAFETY

Home

Childproof your home. The best way to find dangers your child might encounter is to explore your home at their level – by getting down on your hands and knees. Go through every room, asking yourself what looks tempting and what is within reach.

Childproofing can never be 100 percent. That is why it is so important to supervise your children at all times.

- ☐ Use safety gates at the top and bottom of stairs.
- ☐ Cover all unused electrical outlets.
- ☐ Secure bookcases, shelving, and heavy furniture to walls with brackets and anchors.
- ☐ Use broad-based carts for TV's, microwaves, fish tanks and appliances.
- ☐ Set the thermostat of your hot water heater no higher than 120° F.

Kitchen

- ☐ Keep hot foods and liquids away from young children.
- ☐ Use the back burners on the stove, and turn pot handles toward the back of the stove.
- ☐ Keep glassware, knives, appliance cords, placemats and tablecloths out of reach and away from the edge of counters and tables.
- ☐ Request child-resistant packaging.
- ☐ Remove sharp utensils and appliances from their reach.
- ☐ Install cabinet safety latches.

Bathroom

- ☐ Install locks on medicine cabinets.
- ☐ Install toilet lid locks.

Bedroom

- ☐ Keep cribs and low-standing furniture away from windows, preferably against another wall.
 - Be aware of old cribs. Baby furniture built even a decade ago might not meet some of today's safety standards.
- ☐ Secure window covering pull cords out of reach of small children. Infants and toddlers have been known to tangle themselves up in window covering pull cords.

Car

☐ Use child safety seats.

- Purchase the proper seat for the height, weight, and age of your child (*go to www.nhtsa.gov for details*).
- Follow manufacturers instructions for proper installation.
- Learn from a certified technician how to properly install your child safety seat (*contact Broomfield Health and Human Services or North Metro Fire Rescue*).
- Do not use borrowed or second-hand child safety seats.

Poison Safety

- Know which household products are poisonous.
- Keep poisonous products out of children's reach.
- Keep the **Rocky Mountain National Poison Control Center Hotline** number by each phone: 1-800-222-1222.
- Keep products in their original containers.
- Never refer to medicine or vitamins as candy.
- Choose medicines and products that have child-resistant caps.
- Beware of make-up, hair spray, cologne and other personal products.
- Throw away old medicines and cleaning products.

Tip: When discarding unused medications, ensure you protect children, pets and the environment. The City and County of Broomfield Environmental Services advises to:

- Place tablets and capsules in a sealable plastic bag containing white school glue. Once the mixture is solid it can be put in the trash.

Another alternative:

- Pour medication into a sealable plastic bag. If medication is a solid (pill, liquid capsule, etc.), crush it or add water to dissolve it. Add kitty litter, sawdust, or coffee grounds to the plastic bag. Seal the plastic bag and put it in the trash.
- Remove all identifying personal information from the containers before throwing them away.

GUN SAFETY

Having a gun in your home can be a significant risk factor for injury and death. It is estimated that there are guns in one-half of all homes in the United States.

Gun Safety Begins With Proper Storage

- ☐ Lock the gun in a gun safe, lock box, or a locked cabinet or drawer.
- ☐ Store the gun unloaded, with the bullets locked in a separate place.
- ☐ Use a gun or trigger lock.
- ☐ Make sure that your children do not have access to the keys used to lock guns and ammunition.
- ☐ Teach your children not to handle guns without adult supervision.

Even if you don't have a gun in your own home, it is important to **EDUCATE YOUR CHILDREN** about firearm safety, in case they discover a gun outside the home or in the homes of their friends.

Four Basic Steps to Teach Your Children are:

- Stop!
- Do not touch!
- Leave the area!
- Tell an adult!

HOUSEHOLD HAZARDOUS MATERIALS

Chemicals are a part of our everyday life. These products include, but are not limited to: paint, motor oil, cleaning solvents, pesticides, weed killers, antifreeze, batteries, gasoline, aerosol cans, waxes and wood preservatives.

Broomfield offers two local Household Hazardous Waste drop-off events in the spring and fall of each year. Watch the [Broomfield Enterprise](#) for specific dates or contact the Environmental Services Coordinator at 303-438-6392.

Electronic waste is also accepted at the local drop-off events.

The following tips will help you prevent a hazardous material incident, and teach you what to do, should one occur at home, work, or school.

Before a household hazardous material spill occurs

- ☐ Create your Evacuation plan out of your home.
- ☐ Teach all family members how to dial 9-1-1.
- ☐ Post the poison control number in a prominent place.
1-800-222-1222.
- ☐ Learn about purchasing, proper storage and disposal of household hazardous materials.
 - Think small! Use the correct amount of product recommended. Twice as much is not twice as effective, and may be twice as toxic!
 - Purchase only the amount that you will use. Use up what you already have. Consider splitting products with a neighbor.
 - Purchase the least toxic product available. Avoid aerosols if possible.
 - If you do not use it all, dispose of it or store it properly, keeping it out of landfills. Never dump on the ground, in the gutters, or in the sewer system. This can result in pollution of surface and ground water, wildlife habitat, as well as killing the active bacteria in wastewater processes.
 - Use household hazardous material drop-off sites.
 - Follow all directions on the product, including use of all recommended Personal Protective Equipment (PPE).
 - Always use in a well-ventilated area.

If you must store materials:

- Follow all directions closely.
- Never mix chemicals.
- Store in original containers, away from small children and pets.

If a spill should occur:

- ☐ If you are unsure if it is safe, evacuate the area and call 9-1-1.
- ☐ Follow clean up recommendations on the label – read these prior to using the product.
- ☐ Keep your body fully covered and wear gloves for protection.
- ☐ Have local authorities advise on how to clean up the site of the spill.

**HOUSEHOLD HAZARDOUS MATERIALS
WASTE PRODUCTS ACCEPTED AT THE BOULDER
COUNTY HOUSEHOLD HAZARDOUS WASTE FACILITY
5880 Butte Mill Rd. 303-441-4800**

HOUSEHOLD

Abrasive cleaners
Aerosols
Ammonia-based cleaners
Batteries-all types, rechargeable /
non-rechargeable
Bleach cleaners
Degreasers
Deodorizers
Disinfectants
Floor cleaners & wax
Fluorescent lamp ballasts
(unless states no PCBs)
Furniture polishers
Laundry products
Moth balls
Mercury switches
Mercury thermometers
Oven Cleaners
Pool chemicals
Rug & upholstery cleaners
Rust & spot removers
Silver Cleaners
Toilet & drain cleaners

AUTO PRODUCTS

Antifreeze
Auto body filler
Batteries (auto and motorcycle)
Brake fluid
Car cleaners
Car waxes and chrome polish
Carburetor cleaner
Diesel fuel
Engine degreaser
Gasoline, kerosene or lamp oil
Radiator flushes
Transmission fluid
Used or unused motor oil

GARDEN PRODUCTS

Fertilizers
Fungicides
Herbicides
Insecticides
Pesticides
Roach and ant killers
Rodent poisons
Soil fumigants
Weed killers

**PAINT, HOBBY AND PET
PRODUCTS**

Caulks, glues and cements
Chemistry sets
Flea powder & collars
Flea sprays & shampoos
Lacquers & stains
Mercury
Mineral spirits
Model airplane paints
Oil-based (alkyd) paints
Paint remover & stripper
Paint thinners & turpentine
Photographic chemicals & solutions
Resins, fiberglass and epoxy
Roofing tars and cements containing
asbestos
Rubber cement thinner
Rust proofing products
Small camping-size propane /
butane
bottles
Small quantities of asbestos tiles
and sheets (if double-bagged
and sealed with duct tape)
Varnishes
Water-based (latex) paints
White Gas (camping stove fuel)
Wood preservatives

WASTE PRODUCTS NOT ACCEPTED

EMPTY containers (including those containing dried out latex or water-based products)

Dispose of with regular trash. Recycle empty steel paint cans with other metals at the Broomfield Recycling Drop-off Center at 225 Commerce St., 303-404-2839.

Non-hazardous wastes

Dispose of with regular trash.

Business, industrial and agricultural wastes

The facility is only able to accept household wastes. All business or industrial operations are responsible for correctly disposing or recycling of any hazardous wastes in accordance with State and Federal regulations. Contact companies that provide hazardous waste collection and disposal services listed in the phone book yellow pages under "Waste Disposal – Hazardous" or "Environmental and Ecological Services". Contact Broomfield Health & Human Services Department 720-887-2200 for advice on reducing the use of hazardous chemicals and pollution prevention.

Smoke Detectors (many contain small amounts of radioactive material)

Individual households can dispose of smoke detectors with their regular trash. Multiple housing units and businesses must use radioactive disposal contractors.

Other radioactive products and materials

Call the Colorado Department of Public Health and the Environment, Radiation Control Division at 303-692-3030.

Asbestos insulation and large quantities of asbestos tile and linoleum

Asbestos fibers are dangerous if inhaled. Never attempt to remove products that may contain asbestos such as insulation materials, floor tiles and linoleum. Consult with a certified asbestos removal contractor, or call Broomfield Health & Human Services Department for more information 720-887-2200.

WASTE PRODUCTS NOT ACCEPTED AT THE BOULDER COUNTY HOUSEHOLD HAZARDOUS WASTE FACILITY

Explosive or shock sensitive Wastes

Unwanted ammunition, road flares and fireworks should be turned in to the Broomfield Police Department. Call the Police Department, before moving explosive or shock sensitive materials.

Infectious or Medical Wastes

All medical wastes require special handling and disposal. Call the Broomfield Health & Human Services Department at 720-887-2200, or contact the Colorado Department of Public Health and Environment, Solid Waste Section, for more information 303-692-3437 or 303-692-3445.

Fire extinguishers and pressurized gas grill propane tanks

Contact fire extinguisher dealers or propane supply companies.

HOME SECURITY

If you are locked out of your home, can you still get in, through an unlocked window in the back, or using an extra key hidden under a flowerpot or up on a ledge?

If you can break in, SO CAN A BURGLAR!

A small investment of time and money can make your home more secure, and can reduce your chances of being burglarized.

Locks

- ☐ Re-Key doors upon move in.
- ☐ Make sure every external door has a deadbolt lock with a 1" throw, with a strike plate secured with 2 1/2" screws.
- ☐ Locks should be at least 40 inches from windows.
- ☐ Secure sliding glass doors with commercially available devices.
- ☐ Secure sliding doors / windows with "header stops" to prevent anyone from lifting the door off its track.
- ☐ Secure double-hung windows by sliding a 1/4" bolt through a 5/16" hole drilled at a downward angle in each top corner of the inside sash and part way through the outside sash. This is easily removed from the inside in case of fire. (Practice removing this as part of your home fire drill.)
- Do not hide keys in mailboxes, planters, or under doormats.

Doors

- ☐ Make sure all exterior doors are solid wood or metal.
- ☐ Make sure that all doors fit tightly in their frames, with hinge pins on the inside.
- ☐ Install a peephole or wide-angle viewer in all entry doors.

Outside

- ☐ Prune back shrubbery that hide doors or windows.
- ☐ Cut back tree limbs that could help a thief climb into windows.
- ☐ Light porches, entrances, and yards—front and back.
 - Consider timers that turn on outside lights or install motion detectors.
- ☐ Keep your yard well-maintained. Store ladders and tools inside your locked garage, basement, or storage shed when not in use.
- ☐ Display your house number so police and other emergency vehicles can find your home.
- ☐ Put lights and a radio on timers to create the illusion that someone is at home when you go away.

What Else Can I Do?

- ☐ Close your garage door. Keep it closed.
- ☐ Lock your doors.
- ☐ Lock your car doors.
- ☐ Close and lock your windows.
- ☐ Know your neighbors.
- ☐ Join Neighborhood Watch (*contact the Public Education Coordinator at 720-887-2084*).
- ☐ Inventory your property.
- ☐ Know the vehicles that belong in your neighborhood.
- ☐ Request a Home Security Survey (*contact the Public Education Coordinator at 720-887-2084*).

If you suspect that a burglary has occurred

- ☐ Do not touch anything.
- ☐ Leave immediately.
- ☐ Call 9-1-1 from a cell phone or neighbors.

Remember—Always report people and vehicles that don't belong in your neighborhood. If someone or something doesn't seem quite right it probably isn't!

Call the police!
Emergency 9-1-1
Non-emergency 303-438-6400

PERSONAL SAFETY

The information contained in this section are personal safety awareness tips. Being aware of your surroundings includes, people around you, as well as the environment. These precautions can lessen your vulnerability, and when practiced regularly will become second nature and will help to lessen the opportunity for a crime to be committed. Discuss this information with all family members.

Walking

- Be aware of your surroundings. Walk with confidence and purpose. Be alert, look, and listen.
- Have your keys ready in your hand when approaching your car or residence. Use them as a weapon if necessary.
- Do not wear headphones. They impair your ability to hear.
- Be aware of any vehicles / people in close proximity to you.
- If someone walks toward you and you feel uncomfortable, enter the nearest business or cross the street. If you feel you are being followed, walk toward an area where there are other people, and call the police or ask someone to make the call for you.
- Carry your cellular telephone.
- Keep your purse or wallet close to your body. Be prepared to let it go if grabbed.
- Do not hitchhike. Refuse rides from strangers.

At Home

- Never allow a stranger to enter your home, especially for a service that you have not requested. Require identification from individuals at your door. Confirm their credentials with the agency they represent before opening the door.
- When answering the telephone, you have no obligation to identify yourself. They called you. Do not reveal unnecessary information.
- Never say that a family member is not home. Never tell anyone you are alone in your residence.
- Do not display your name on the exterior of your residence, such as your welcome mat or mailbox.
- Use an unlisted / unpublished phone number.
- When you go on a trip, don't advertise your absence. Stop all deliveries. Have your lights, television, and radio, set on timing devices.

Driving

- Always make sure your car is unoccupied before entering.
- Do not leave your car unattended with the engine running. Use a remote to unlock your doors. If your vehicle is equipped with programmable locking, program only the driver's door to unlock. Program the doors to lock automatically when you place the key into the ignition.
- Keep the doors on your vehicle locked at all times.
- Avoid traveling through remote or unfamiliar areas at night.
- Become thoroughly familiar with your routes of travel, the surrounding areas, and names of side streets.
- Keep your vehicle well maintained and your gas tank full.
- Use a locking gas cap.
- When fueling your vehicle, turn your car off, lock the doors, and take the key with you when you pay.
- Lock your vehicle at all times, even when it is parked in your driveway or in front of your residence.
- Do not leave valuables in your vehicle, even if your vehicle is parked inside your garage.
- Do not leave your garage door opener inside your vehicle.
- Always maintain an adequate maneuvering distance ahead and behind your vehicle.
- Look in your rear view mirror often.

If you are stopped by a plain-clothes police officer driving an unmarked car, and you do not feel safe, follow these tips:

- Do not roll down your window or open your car door.
- Tell the officer that you are afraid and that you would like to see their identification.
- Use your cell phone and dial 9-1-1 to verify the person is an officer.

IDENTITY THEFT

What is Identity Theft?

Identity theft occurs when someone uses your identity without your permission; your wallet is stolen and the thief uses your credit cards or checks; or these items are still in your possession, yet someone else uses your credit card number, checking account information, or driver's license information. The information may have been taken from business records, an Internet source, your mailbox, or your trash. Identity theft is the fastest growing crime in America.

Preventive Actions

- Promptly remove mail from your mailbox after delivery.
- Deposit outgoing mail in post office collection mailboxes, or at your local post office. Do not leave in unsecured mail receptacles.
- Never give personal information over the telephone, such as your Social Security number, date-of-birth, mother's maiden name, credit card number, or bank PIN code, unless you initiated the phone call. Protect this information, and release it only when absolutely necessary.
- Shred pre-approved credit applications, credit card receipts, bills, and other financial information you don't want before discarding them in the trash or recycling bin.
- Empty your wallet of extra credit cards and IDs, and cancel the ones you do not use, maintain a list of the ones you do.
- Order your credit report from the three credit bureaus (listed at the end of this section) once a year, to check for fraudulent activity or other discrepancies.
- Never leave receipts at bank machines, bank counters, trash receptacles, or unattended gasoline pumps. Keep track of all your paperwork. When you no longer need it, destroy it.
- Memorize your Social Security number and all of your passwords.
- Do not record them on any cards or on anything in your wallet or purse.
- Sign all new credit cards upon receipt.
- Save all credit card receipts and match them against your monthly bills.
- Be conscious of the normal receipt of routine financial statements.
- Contact the sender if they are not received in the mail.

- Notify your credit card companies and financial institutions in advance of any change of address or phone number.
- Never write your credit card companies' and financial account number on a postcard or on the outside of envelope.
- If you applied for a new credit card and it hasn't arrived in a timely manner, call the bank or credit card company involved.
- Report all lost or stolen credit cards immediately.
- Closely monitor expiration dates on your credit cards. Contact the credit card issuer if replacement cards are not received prior to the expiration dates.
- Beware of mail or telephone solicitations disguised as a promotion offering instant prizes or awards, designed solely to obtain your personal information or credit card numbers.

Internet and On-Line Services

- Use caution when disclosing checking account numbers, credit card numbers, or other personal financial data on any website or on-line service location.
- When you subscribe to an online service, you may be asked to give credit card information. When you enter any interactive service site, beware of con artists who may ask you to "confirm" your enrollment service by disclosing passwords or the credit card account number used to subscribe. Do not give them out!
- If you are shopping online check for indicators that the site is secure, such as a lock icon on the browser's status bar or a website URL that begins "https:" (the "s" stands for "secure").

Telemarketing Fraud

- Ensure the company / caller is reputable before providing any personal information.
 - ☐ Contact the Better Business Bureau (BBB): 303-222-4444 or www.denver.bbb.org
 - ☐ Confirm charitable organizations at: www.give.org or www.charitynavigator.org
- Reduce the number of telemarketing calls that you receive.
 - ☐ Sign up with the Colorado No-Call list: www.coloradonocall.com, 800-309-7041 or 303-776-2678
 - ☐ Call the credit report agencies' "OPT OUT LINE" to be removed from their mailing list: 1-888-567-8688

What Should I Do If I Am a Victim Of Identity Theft?

- ☐ File a report with the local police department in the community where the theft took place. Obtain a copy of the report.
 - Broomfield Police Department White Collar Crime Hotline: 303-438-6497
- ☐ Notify your bank and credit card companies as soon as possible.
- ☐ Close the accounts that have been tampered with.
- ☐ If your drivers license has been lost or stolen report it to the Department of Motor Vehicles.
- ☐ Notify the Social Security Administration fraud line: 1-800-269-0271
- ☐ Call the Federal Trade Commission Identity Theft Hotline toll-free at 1-877-438-4338.
- ☐ Report mail fraud to the United States Postal Inspection Service at www.usps.com/postalinspectors
- ☐ Report internet fraud to the Internet Fraud Complaint Center (IFCC) at www.ifccbi.gov/index.asp
- ☐ Contact the fraud department of each of the following three major credit bureaus:
 - Equifax 1-800-525-6285
 - Trans Union 1-800-680-7289
 - Experian 1-888-397-3742

Request that a "Fraud Alert" be placed on your credit.

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REFERENCE

American Red Cross - Mile High Chapter

www.redcross.org

303-722-7474

Better Business Bureau (BBB)

www.denver.bbb.org

303-222-4444

Charitable Organizations (to confirm authenticity)

www.give.org or www.charitynavigator.org

City and County of Broomfield

www.broomfield.org

303-469-3301

Centers for Disease Control

www.cdc.gov

1-800-311-3435

Colorado Department of Public Health and Environment

www.cdph.state.co.us

303-692-2035

Colorado Department of Public Safety

<http://cdpsweb.state.co.us>

303-239-4400

Colorado Department of Transportation

<http://www.dot.state.co.us>

303-757-9228

Colorado No-Call List

www.coloradonocall.com

1-800-309-7041 or 303-776-2678

Colorado Office of Emergency Management

www.dola.state.co.us/oem/oemindex.htm

303-273-1622

Credit Bureaus

- Equifax: 1-800-525-6285
- Trans Union: 1-800-680-7289
- Experian: 1-888-397-3742

Federal Emergency Management Agency - Region 8
www.fema.gov
303-235-4800

Federal Trade Commission
1-877-438-4338

Internet Fraud Complaint Center (IFCC)
www.ifccfbi.gov

National Highway Traffic Safety Administration
www.nhtsa.gov

National Weather Service – Denver / Boulder
www.crh.noaa.gov/den
No phone number available. Contact by email only.

National No-Call Registry
www.donotcall.gov

North Metro Fire Rescue District
www.northmetrofire.org
303-452-9910

OPT OUT LINE
1-888-567-8688

Ready.gov
www.ready.gov
1-800-BE-READY

Social Security Administration Fraud Line
1-800-269-0271

United States Department of Homeland Security
www.dhs.gov
1-800-BE-READY

United States Postal Inspection Service
www.usps.com

University of Colorado – Natural Hazards Center
<http://www.colorado.edu/hazards>
303-492-6818

EMERGENCY NUMBERS

Emergency (Police, Fire, Ambulance)..... 9-1-1

Non-emergency (Police, Fire, Ambulance)..... 303-438-6400

Rocky Mountain Poison Control 1-800-222-1222

Other Emergency Numbers:

IMPORTANT NUMBERS

City and County of Broomfield Main Line..... 303-469-3301

Boulder County Household Hazardous Waste Program 303-441-4800

Broomfield Public Health Information Hotline 720-887-2288

Broomfield Recycling Center Drop-Off Site 303-404-2839

Colorado State Patrol Road Reports 303-639-1111

-or-

1- 877-315-7623

City and County of Broomfield Emergency Information Call Center

..... 303-464-5870

-or-

303-464-5875

Other Important Numbers:

Out of State Contact:_____

Emergency Management Unit, Public Education Coordinator
720-887-2084.