

CITY OF

WESTLAKE VILLAGE



EMERGENCY

P R E P A R E D N E S S
P L A N

a resident's
handbook
for emergency
survival

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General Information

This booklet is intended to promote individual awareness, family preparedness and self-sufficiency for catastrophes or emergencies that may occur in the future. Detailed emergency plans are available at City Hall. The City has a full amateur communication station at City Hall. This facility can help connect our City with agencies in the state in times of emergency.

NOTE: The 911 Emergency Telephone Systems should be used to report life threatening emergencies only. These calls would include, but are not limited to, medical emergencies, fires and serious crimes in progress.

ADDITIONAL EMERGENCY NUMBERS ARE LISTED BELOW:

For assistance IN AN EMERGENCY DIAL 911 – FIRE – POLICE - MEDICAL

Lost Hills Sheriff's Station – Business & routine(818) 878-1808
Emergency911

Los Angeles County Fire Department Station #144(818) 889-1626
Emergency911

California Highway Patrol(818) 888-0980
Emergency911

Ambulance (American Medical Response) Emergency911

Animal Control(818) 991-0071

Las Virgenes Municipal Water District(818) 880-4110

Southern California Edison Company(800) 684-8123

Southern California Gas Company(800) 655-4555

Ventura County Sheriff(805) 654-2311

Los Robles Regional Medical Center(805) 497-2727

Trauma Centers: West Hills Hospital(818) 676-4000

Northridge Hospital.....(818) 885-8500

Westlake Village City Hall(818) 706-1613

Family Plan

The City maintains a formal disaster plan which is designed to coordinate the emergency services provided by county, state, federal and volunteer agencies. Every effort will be made to maintain basic services to the community, but survival during a disaster depends on individual and family preparedness. A good place to begin emergency preparedness is with a family plan; your chances of survival are much higher if you plan and act as a unit. Discuss and formulate a written family plan which includes:

- ✓ Location and directions to shut off water and gas valves.
- ✓ Location of emergency supplies, food and medications.
- ✓ Specific individual responsibilities.
- ✓ Places to meet if family members become separated.
- ✓ Identify an Out-of-State Contact.
- ✓ Escape routes from the house.
- ✓ How to perform basic first aid and CPR.

Rehearse your plan

Practice it

Keep it updated

Emergency Supplies

In the event of a major disaster, governmental emergency agencies will provide aid and resources on the basis of greatest need. Your family needs to be prepared to take care of itself for at least 72 hours, preferably 10 days. Emergency service agencies, including the American Red Cross suggest that each family keep on hand emergency supplies to meet basic needs. The list below outlines some of the suggested items.

It is recommended that the basic family inventory include:

- ✓ Bottled water & purification tablets (1 gallon, per person, per day or water filters)
- ✓ Canned & dried food or MRE'S (meals ready to eat)
- ✓ Flashlight
- ✓ Portable radio (battery operated, solar powered or hand crank radio)
- ✓ Extra batteries
- ✓ Emergency telephone numbers
- ✓ Sprinkler & hose (for fire)
- ✓ Adjustable wrench & utility turn-off instruction
- ✓ Matches (be sure there is NO gas leak before you strike a match or a lighter)
- ✓ Blankets
- ✓ Fire extinguisher
- ✓ Can opener, non-electric
- ✓ Portable toilet or large plastic bags for human waste
- ✓ Non-electric watch or clock
- ✓ Pet food and medications (if required)
- ✓ Heavy shoes (also keep a pair in auto)
- ✓ Prescription medication
- ✓ Knife (locked or fixed blade or "Leatherman" type tool)

First Aid Kit:

- ✓ Gloves (non-sterile surgical)
- ✓ Safety pins
- ✓ Gauze rolls (4' wide)
- ✓ Tweezers/sewing needles
- ✓ Gauze pads (4x4)
- ✓ Scissors
- ✓ Triangle bandage
- ✓ First aid cream/antibiotic
- ✓ Band-Aids
- ✓ Splints: arm/leg(cardboard or flex aluminum)
- ✓ Adhesive tape (1" wide)
- ✓ Soap (liquid)
- ✓ Butterfly Band-Aids
- ✓ Eyewash (sterile saline)
- ✓ First aid kit

Optional items

- ✓ Blanket (disposable, "space")
- ✓ Instant ice packs
- ✓ Elastic (Ace) bandage
- ✓ Vaseline
- ✓ Plastic ziplock bags
- ✓ Pen/pencil & paper
- ✓ Laundry basket of dirty clothes
- ✓ Coloring books & crayons & other activities for children
- ✓ Eye patches
- ✓ Acetaminophen (Tylenol)
- ✓ Packet mask (for artificial resp.)
- ✓ First aid book
- ✓ Surgipad or sanitary napkins



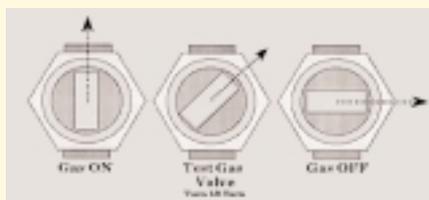
1. Kit should be large enough and should have the proper contents for the place where it is to be used and the situation intended.
2. Contents should be arranged so that the desired item can be found quickly without unpacking the entire container.
3. Materials should be wrapped so that unused portions do not become dirty.
4. Should be easy to carry, portable, and as lightweight as possible.
5. Types: cardboard box, tackle box, duffle bag, backpack, fanny pack or suitcase.
6. Emergency supply kits should also be kept in your cars.

Utilities

It is imperative that all homeowners be aware of how to turn off their own utility services. The following instructions for gas, water and electrical turn-off were provided by the local utility companies. All family members should be familiar with them.

Gas Shut Off

Learn how to shut off gas: (do so only in an emergency). The main shut-off valve is located next to your meter on the inlet pipe. Use a wrench and give it a quarter turn in either direction so that the bar runs crosswise on the pipe. The line is now closed.



Smell it, hear it, see it

Note: If you shut the gas off – you must call the Gas Co. to turn it back on.

Water Shut Off

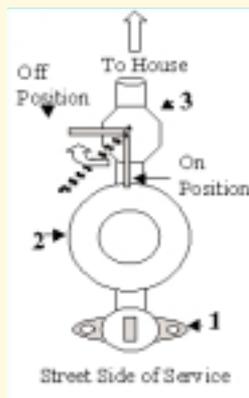
The water shut-off valve is found where the water enters the house. Also the main water shut-off valve is found with the meter in a concrete box in the sidewalk. Check with the local water department to see if a special tool is needed.

To shut off the water supply to your home:
 ✓ *remove the two covers on the service (there is a small cover and larger outside cover);*

✓ *while facing your home from the street, locate the customer handle(#3);*

✓ *slowly turn the handle 1/4 turn clockwise, as indicated by the arrow in the figure.*

✓ *To turn your water back on, just reverse the above steps. Be certain to cover the meter box when you are finished.*



Electricity Shut Off

Teach responsible members of your family how to turn off electricity at the main switch. This switch may be found on the circuit breaker panel or it may be separately located near the meter. Remember, do not operate any electrical switches if a gas leak is suspected.

To shut off the electricity to your home:

Turn off: individual breakers first, then the main switch. Turn back on: main switch first, then individual breakers.



Information Sources

Perhaps the two most important things to remember during and after an emergency situation are to REMAIN CALM and STAY INFORMED. If you stay calm and informed, you are better able to assess the situation and make rational decisions. Take time to think – taking the proper action may save a life.

Stay informed with reports broadcast on local radio. DO NOT USE THE TELEPHONE unless absolutely necessary. The following are designated by the City as emergency broadcast stations:

KNX	1070 AM	Los Angeles
KCLU	88.3 AM	Thousand Oaks
KGIL	1260 AM	San Fernando Valley
KNJO	92.7 AM	Thousand Oaks
KWNK	760 AM	Simi Valley/Canoga Park
WLVTV	Channel 10	Westlake Village

A battery operated radio along with extra batteries should be kept in every home. You may also wish to obtain a solar powered or hand-crank radio.

Telephone Service

Telephone service may be interrupted during a major disaster. Telephone service will be restored as quickly as possible, and is restored in the following order:

- ❶ Emergency services
- ❷ Long-distance service
- ❸ Pay phones
- ❹ Business and residential service

It is conceivable that as service is restored and you hear a dial tone, you would be able to call out-of-state, but not to your next door neighbor.

What you should know about calling "911" from a cell phone

Calling 9-1-1 • Landline vs. Cell Phone

First and foremost, it is preferable to find a landline from which to call 9-1-1. When calls to 9-1-1 are placed via a landline, the caller's location is immediately captured. If the caller hangs up or the call is otherwise interrupted, the 9-1-1 operator can still dispatch resources.

📞 Where do 9-1-1 calls go?

When calling from a landline, the call is routed to the local law enforcement agency. In the case of Westlake Village, the call will be routed to the Lost Hills Sheriff's Station.

When calling from a cell phone, the call is routed to the California Highway Patrol (CHP). In the case of Westlake Village, this call will be routed to the CHP Dispatch Center located in Downtown Los Angeles. (This dispatch center handles all incoming cell phone 9-1-1 calls originating in Los Angeles County.)

📞 Why do I get a busy signal or a "wait for next available operator" recording when I call 9-1-1 from my cell phone?

Since all cell phone 9-1-1 calls in Los Angeles County are routed to the CHP Dispatch Center, and most people have a cell phone these days, the CHP receives a disproportionately large number of 9-1-1 calls. Consider the following example:

- ❶ Someone calls 9-1-1 from a landline in Westlake Village.
That call goes to the Lost Hills Sheriff's Station.
- ❷ Someone calls 9-1-1 from a cell phone, the call goes directly to the CHP Dispatch Center.

Q Is there anything I can do to expedite a call to 9-1-1 if I absolutely have to call from my cell phone?

Yes. If you cannot locate a landline quickly and you have to call 9-1-1 from your cell phone, you should consider programming the following phone numbers into your cell phone's memory:

- » Fire or medical emergencies:
Los Angeles County Fire Department Dispatch at (818) 889-1122
- » Law Enforcement emergencies:
Lost Hills Sheriff's Station at (818) 878-1808.

These above numbers should only be used if calling from a cell phone. If calling from a landline, ALWAYS DIAL 9-1-1. Further, these numbers should only be used if you are attempting to report an incident that is happening in Agoura Hills, Calabasas, Hidden Hills, Malibu, Westlake Village, or the surrounding unincorporated communities (i.e. within the jurisdiction of the Los Angeles County Fire Department and the Lost Hills Sheriff's Station).

If you are outside of this area and need to report an emergency, you will probably be better off calling 9-1-1.

Please note that calls made from a cell phone (whether to 9-1-1 or to the numbers listed above) will not reveal your location to the 9-1-1 operators as do landlines. For this reason, there are two important measures you can take when you connect with the 9-1-1 operator:

- » Give your cell phone number to the operator immediately (in case the call is dropped).
- » Know the precise location (the location of the incident you are reporting).



Medical Services

Depending upon the magnitude of the situation, the Sheriff and Fire Departments will assess the overall medical needs within the area and may limit their service to the most severely injured. Therefore, it is strongly recommended by all emergency service agencies that as a part of your family disaster preparation, each home have a first aid book and a well stocked first aid kit stored together in an easy to reach location. A pre-assembled kit may be purchased, or a small tool kit, clearly labeled and dated, may be filled with such items as antibiotic ointment, aspirin, bandages, adhesive tape and a ten-day supply of medication taken on a continuing basis. Check expiration dates periodically.

At least one person in each home should have basic training in first aid and CPR (cardio-pulmonary resuscitation). Skills learned in a first aid course will enable one or more of your family members to assist you and your neighbors in time of emergency.

Certified training courses are offered by local hospitals and the American Red Cross.

Emergency medical services for the injured will be available from Fire Station 144 or Los Robles Regional Medical Center. But remember, priority must be given to the most severely injured.

Westlake Village Disaster Response Team (DRT)

In March of 1995, the City of Westlake Village Disaster Response Team (WLVDRT) was formed. Some 35 members of the City of Westlake Village community have completed the basic training courses. These courses will enable them to better care for themselves, their families and assist others in the community in the event of a disaster when traditional services are overwhelmed or unavailable. The WLVDRT is a first-in-first-out volunteer organization. During a disaster or emergency situation the WLVDRT must be officially activated in order to perform its duties. An order for activation can come from either the City Council, the City Manager, the Sheriff's Department or the Fire Department.

The WLVDRT may not self-activate unless such extreme emergency conditions exist that normal means of communication are interrupted. Members of the WLVDRT hold first aid and CPR certifications as well as FEMA Community Emergency Response Teams (CERT) Certification. CERT Training is designed to help communities mitigate disasters during the first 72 hours following a disaster when damaged roads, disrupted communications, high telephone call volume, etc., may restrict access by professional emergency response teams. The purpose of CERT training is to provide citizens with the basic skills that they will need to handle virtually all of their own needs in the aftermath of a disaster.

Schools

The Las Virgenes Unified School District has an established Emergency Disaster Plan. The District has developed three alternate plans each designed for different circumstances:

1 School In Session – Extensive Disaster

When immediate action is required as a result of extensive damage to buildings and highways in the local area, students will remain at the school site. The School District, in conjunction with the Red Cross or other mass care agencies will provide protection, shelter, food, and emergency care for all students until they are either picked up by a parent or designated adult, or can safely return home.

2 School in Session – Pending or Less Extensive Disaster

When warning of a catastrophe provides sufficient time for pupils to safely reach home, specific instructions will be given to the students by the principal or his/her designee. Students will be released to their parents or other designated adult or will be transported home as transportation becomes available. The School District will use an automated call system to alert parents as to what actions will be taken.

3 School Not in Session

This plan of operation will be used when any emergency condition exists while schools are not in session and the situation would prevent the normal operation of the school in a safe learning environment for students and staff. Students and parents will be notified through radio broadcast of school closures and/or an automated call system to each students home.

In case of any type of emergency, do not call the school directly. School phone lines are limited and will be needed by the school site personnel to summon emergency aid or coordinate evacuation.



Local radio and T.V. stations will carry information relative to emergency procedures that will be in effect at each school site. Parents are also advised that children may not be released to anyone other than the parent, legal guardian, or person designated by the parent on the student emergency card. Parents may **contact the School District offices at (818) 880-4000** for updates or general information.

The Las Virgenes Unified School District participates in the Community Alert Network (CAN). In the event of an emergency which necessitates immediate notification of parents/guardians, the CAN system will initiate a computerized telephone alert program which will call the homes of students who may be affected by an emergency situation. The CAN system is a computerized mass communication system that can make more than 600 calls per minute and deliver a recorded message providing details of an emergency situation. The CAN system can also relay the message to a secondary telephone number, i.e. work, friend, and cell phone and out of area contact number. Typically, the system would be used to notify parents/guardians if an evacuation has taken place and where students will be housed.

All schools in the Las Virgenes Unified School District comply with the Capital Field Act for earthquake and seismic safety. Because of this, schools are usually the safest places for children to be in the event of an earthquake or other emergency. All schools within the Las Virgenes Unified School District are designated Red Cross shelters in the event of an evacuation. The School District maintains and operates its own radio system along with cell phones and pay phones at each site to provide redundant communication capabilities in the event of a loss of normal phone service.



Evacuations

Area evacuations are a last resort measure! The Sheriff is the director of all disaster services in Los Angeles County including evacuations. Lost Hills Sheriff's Station personnel will be responsible for:

- ❶. Coordination & implementation of all emergency evacuation procedures for the affected areas.
- ❷. Direct persons to safely evacuate the area and direct them to nearest Red Cross shelter or mass care center.
- ❸. Coordinate traffic issues with the California Highway Patrol and maintain an orderly flow of traffic in cooperation with the California Highway Patrol, in order to expedite the traffic flow out of the affected area.
- ❹. Protect life and property within the affected area.
- ❺. Post incident management procedures.
- ❻. Evacuation Notice definitions: "Voluntary Evacuation" – evacuation warning, "Mandatory Evacuation" – you need to leave now.
- ❼. Road Closures: 5 levels:

{	Level #	Roads Open To:
	5	Closed to all personnel
	4	Open to Fire Department & Law Enforcement
	3	Open to Fire Department, Law Enforcement and Critical Resources: CalTrans, water, power & telephone agencies
	2	Open to all of the above, residents and business owners
	1	Open to all of the above

In the event of an evacuation, residents may be advised by different means, including public address system, loudspeaker, radio, or door-to-door. For an immediate evacuation order, gather only the essentials. Time is of the essence.

STAY CALM!

The following information is meant as a guideline. The key to surviving an emergency incident is prior planning and knowledge ... Remember the "5" "P's": "Prior-Planning-Prevents-Poor-Performance".

When you leave, take:

- > necessary medications and prescription glasses.
- > appropriate clothing you can carry and sturdy shoes.
- > blankets.
- > small important items: medical papers, insurance papers, passport, birth certificates, phone book and phone numbers.

Leave a note on your front door identifying your destination and members in your party. This information may be invaluable to other family members and emergency service personnel. Lock all doors and windows if possible.

Care Center

During a major emergency the American Red Cross will establish shelters if the situation is deemed warranted by the Sheriff's Department. The following locations may be designated as Red Cross shelters:

Oaks Christian School
31717 La Tienda
Westlake Village

Agoura High School
28545 W. Driver
Agoura Hills

Lindero Middle School
5844 Larboard Lane
Agoura Hills

Residents will be notified of the specific shelter locations by radio or emergency personnel.

The State of California participates in a mutual aid agreement during emergency situations. Outside agencies including the Ventura County Sheriff and Fire Departments, Los Angeles City Police and Fire Departments or any agency from within the State of California may respond to the City of Westlake Village.

Animal Care

The preservation of life and health extends to animals as well as human beings during a major catastrophe. The primary responsibility for the care and safety of domesticated animals rests with the owner along with assistance from the Los Angeles Animal Control Department.

Should a catastrophe occur of such magnitude as to require evacuation, you are encouraged to take small pets (and sufficient food supply) with you in your car; be prepared to leave them in your car until adequate shelter can be obtained. If pets cannot be evacuated, owners should leave sufficient food and water to meet the animals needs for several days. You may call or take your animal to the Animal Control shelter at 29525 Agoura Road for kennel care during an emergency. If the capacity of the shelter is exceeded, arrangements are made with private kennels in the area. Horses should be left in their stables and made as comfortable as possible; owners should make no attempt to evacuate them unless instructed to do so by officers in charge of Fire or Sheriff's command posts.

If you leave an animal at your home, but later wish the shelter to pick it up, call the shelter at (818) 991-0071 and give full details including house or yard entry instruction, name and description of animal, and any other information that will facilitate the rescue. The Los Angeles County Animal Shelter also will have patrols on City streets searching for stranded or injured animals. All animals found will be taken to the Agoura Road shelter and housed until claimed by owners. Shelter personnel strongly recommend that all pet owners tag or license their pets! Do not let your pets run free (farm type animals/horses). Having a horse run wild in the street creates an extreme hazard for evacuees and emergency personnel. Secure your pets.

Flood

A flood situation in Westlake Village is unlikely, but if emergency agencies notify residents of impending flood waters the following procedures are recommended:

- Move essential items and furniture to upper floors of your house.
- If floor areas become flooded, turn off the pilot lights of the furnace and hot water heater.
- If water rises above floor level, turn off the electricity at the main switch. Breakers first. USE CAUTION – do not stand in water when touching electrical switches or connections.
- If you suspect that water coming from faucets is contaminated, purify by boiling or use purification tablets.

If you must leave:

- Leave early enough so as not to be marooned by flooded roads, fallen trees or wires.
- Follow recommended routes. Watch for washed-out roadways, earth slides and downed electrical wires.
- Do not attempt to cross a stream or pool unless you are sure that the water is below your knees or the middle of the car's wheels all the way across.
- If your car stalls in a flooded area, abandon it if you can do so safely. Flood waters can easily wash away cars and their occupants.
- As you travel, keep listening to the radio for additional information and instructions from emergency service agencies.



Brush Fire

The Fire Department advises homeowners to prepare for the brush fire season well in advance to reduce the hazards for families and property.

Typical Fire Hazard Reduction Requirements:

- ❶ CLEAR all hazardous flammable vegetation to 200 feet from any structure.
Exception: This does not apply to single specimens of trees, ornamental shrubbery or cultivated ground cover such as green grass, ivy, succulents, or similar plants used as ground cover, provided that they do not form a means of readily transmitting fire from native growth to any structure. All trees and shrubs shall be maintained free of dead wood and litter. Trees and shrubs shall be trimmed up from the ground 1/3 of their height.
- ❷ REMOVE limbs within 10 feet of the chimney. Cut away dead branches and limbs that over hang the roof.
- ❸ SCREEN the chimney outlet to prevent sparks from igniting the roof or brush. Use one-half inch mesh.
- ❹ CLEAN leaves, needles and twigs from roof gutters and eaves.
- ❺ CLEAR flammable vegetation within 10 feet of liquefied petroleum gas storage tanks.
- ❻ STACK wood piles away from buildings, fences and other combustible materials.

What to do when caught in a Wildfire

If your home is threatened by wildfire, you may be contacted by law enforcement officials and advised to evacuate. While every effort is made to allow ample time for you to safely evacuate the area, the following suggestions are offered to increase your chances of safety in the event you are unable to evacuate. These suggestions also apply in the event you are advised to shelter in place. **Please note that sheltering in place is a last resort.** This is not a viable option unless you have been specifically told to do so by fire and law enforcement personnel.

- ❶ You should make every effort to evacuate pets and any household members in need of special assistance.
- ❷ Be properly dressed to survive the fire. Cotton and wool fabrics are preferable to synthetics. Wear long pants and boots and carry with you for protection a long-sleeved shirt or jacket, garden type gloves, a handkerchief to shield the face, and goggles. Have water to flush out debris in eyes or face. **DO NOT** soak handkerchief – extreme heat will cause a steam effect – keep handkerchief dry.
- ❸ Remove combustible items from around the house. This includes lawn and poolside furniture, umbrellas, and tarp coverings. If they catch fire the added heat could ignite your house.

4. Close outside attic, eave, and basement vents. This will eliminate the possibility of sparks blowing into hidden areas within the house. Close window shutters.
5. Place large plastic trash cans or buckets around the outside of the house and fill them with water. Inside the house, fill bathtubs, sinks and other containers with water. Arrange garden hoses so they will reach any place on the house. Use the spray-gun type nozzle, adjusted to a spray. These can be helpful in beating out burning embers or small fires, once the fire passes. Toilet tanks and water heaters are important water reservoirs. But, use caution before using water from water heaters, water will be very hot.
6. If you have portable gasoline-powered pumps to take water from a swimming pool or tank, make sure they are operating and in place.
7. Place a ladder against the roof of the house opposite the side of the approaching fire. Once the fire has passed use a garden hose to extinguish any burning embers on the roof. Do not waste water by wetting down your roof as the fire approaches. The searing heat of the fire will dry the roof faster than you can wet it. Waste can drain the entire water system quickly.
8. Back your car into the garage and roll up the car windows. Disconnect the automatic garage door opener (in case of power failure you could not remove the car). Close all garage doors.
9. Place valuable papers and mementos inside the car in the garage for quick departure, if necessary. Any pets still with you should also be put in the car.
10. Close windows and doors to the house to prevent sparks from blowing inside. Close all doors inside the house to slow the spread of fire. Open the damper on your fireplace to help stabilize outside-inside pressure, but close the fireplace screen so sparks will not ignite the room. Turn on a light in each room to make the house more visible in heavy smoke.
11. Turn off pilot lights.
12. Open all drapes and curtains (if you have time, remove them completely). Close all venetian blinds (if metal) or fire-resistant window coverings to reduce the heat radiating into your home. (Remember: keep window coverings closed only if they are fire resistant. If they are not fire resistant, open them completely to keep the windows bare.) This provides added safety in case the windows give way because of heat or wind.

When the fire approaches:

As the fire front approaches, go inside the house. Prepare to evacuate. Stay towards the center of your home away from windows and as near to the floor as possible. Stay calm; you are in control of the situation.

After the fire passes:

First, gather family members and attend to medical needs and get to a safe area.

After the fire passes, check the roof immediately. If you spray water on your roof to extinguish embers, do so from a ladder at the bottom of the roof. By spraying up from the bottom, you have a better chance to extinguish sparks and embers that may be lodged between shingles. This also keeps you from walking on a wet, slippery roof, risking a fall and serious injury. Extinguish any sparks or embers. Then, check inside the attic for hidden burning sparks. The water in your pool and the water in your garbage cans, sinks, toilet tanks, etc. will come in handy now. For several hours after the fire, recheck for smoke and sparks throughout the house.

Remember:

In a major incident, fire protection agencies will probably not have enough equipment and manpower to be at every home. You cannot depend totally on their help. One of the firefighters' principal responsibilities is to stop the spread of fire from house to house. Therefore, if one home is on fire, firefighters might have to pass it by to save another in the path of the fire. Your careful planning and action during a fire can save your home. Be prepared. Talk with your neighbors to see what resources they have. Ask your fire personnel for professional advice and assistance and feel free to stop by your local fire station for guidance.



Earthquake

Earthquakes are unpredictable and strike without warning. They range in intensity from slight tremors to violent jolts. The earth's movement is seldom the direct cause of injury. Most casualties are a result of falling and broken debris and fires.

The actual ground shaking and subsequent damage caused by an earthquake are dependent upon the intensity of the quake, distance from a fault line, and the geological condition of the underlying ground. Many low-lying areas of Westlake Village may experience more ground shaking, than higher rocky areas, due to the relatively high water table. The ground below the surface in certain areas is composed of more water-saturated materials than higher, rockier areas of Westlake Village and is therefore more susceptible to ground shaking. Homeowners should assess their situation and prepare their home to protect it from possible structural damage.

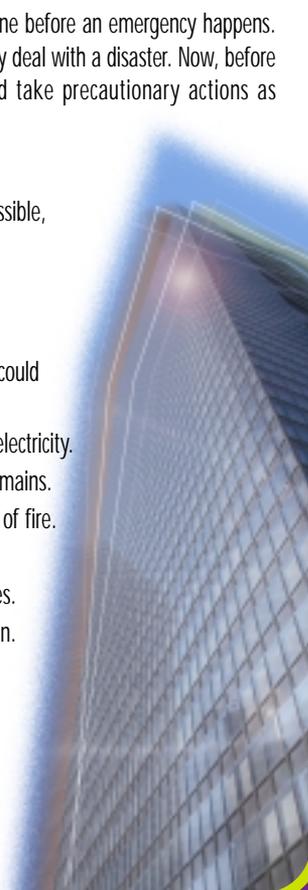
Emergency Readiness

Emergency readiness means that planning and preparatory work are done before an emergency happens. A family or individual should be prepared to calmly, promptly and sensibly deal with a disaster. Now, before an earthquake strikes, is the time to effectively plan, prepare and take precautionary actions as recommended by the American Red Cross.

Home Preparation

Remember to have a good pair of shoes and warm clothes readily accessible, especially during the night while sleeping.

- Store heavy objects on lower shelves.
- Fasten all top heavy furniture and mirrors to the walls.
- Keep hanging objects away from areas where injuries could occur if they fall or sway.
- Know where and how to turn off the gas, water, and electricity.
- Have the proper wrench for turning off gas and water mains.
- Place hoses where they can be located quickly in case of fire.
- Install fasteners or latches on cupboard doors.
- Bolt or strap down water heater or other gas appliances.
- Hold a home earthquake drill and practice a family plan.



During an Earthquake:

REMAIN CALM! Stay where you are.

IF INDOORS – take cover under a desk, table, or corner. Stay away from glass, windows, or heavy unsecured furniture, and avoid the kitchen.

IF OUTDOORS – stay in the open away from power lines, buildings and trees.

IF IN YOUR CAR – pull over to the side of the road away from power lines or overpasses. Stay in your car until the shaking stops. When you drive watch for hazards created by the earthquake, such as fallen objects, downed wires, or damaged bridges or overpasses.

After the Quake:

The American Red Cross recommends the following procedures after a quake:

- DO NOT panic, remain calm. Be prepared for additional shocks.
- Keep a pair of heavy shoes under your bed to protect your feet from broken glass or debris.
- CHECK FOR injuries. DO NOT attempt to move the seriously injured.
- CHECK gas, water and electrical lines and appliances for damage.
- SWITCH OFF electrical power if there is damage to the house wiring. Residents need not contact the Southern California Edison Company to report damages; outages are automatically relayed to a controller.
- IF YOU SMELL, SEE OR HEAR GAS:
 - DO NOT search for a leak with a match.
 - DO NOT operate electrical switches or appliances.
 - VENTILATE THE ROOMS by opening windows and doors.
 - VACATE the house.
 - TURN OFF the gas at the meter.
 - NOTIFY Southern California Gas Company, Los Angeles County Fire Department or call "911".
- CHECK SEWAGE LINES before using the toilet. If damaged, line the toilet with plastic trash bags.
- CHECK THE BUILDING for structural damage.
- CHECK CLOSETS AND CUPBOARDS and open doors cautiously.

- CHECK WATER PIPES. If damaged, shut off the supply at the main valve. Use emergency water obtained from water heaters, toilet tanks (not the bowl), melted ice cubes, and canned fruit and vegetables. Use purification tablets or boil to purify the water if necessary. If you question the quality of water after a disaster, purify it before drinking. You can heat water to a rolling boil for one minute or use commercial purification tablets to purify the water. You can also use household liquid chlorine bleach if it is pure, unscented, 5.25% sodium hypochlorite. To purify water using liquid chlorine bleach, use the following guidelines: How to purify water: 1 quart of water – add 4 drops of bleach, 1 gallon of water – add 16 drops of bleach, 5 gallons of water – add 1 teaspoon of bleach. Once bleach is added, stir well & let sit for 30 minutes before drinking.
- DO NOT go sightseeing into damaged areas.
- STAY OFF the telephone and listen to the radio for information.
- IF YOU MUST EVACUATE, cooperate with the public safety agencies.



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 individual stress levels. Nevertheless, there are steps we can take to prepare for the unexpected and reduce the stress that you may feel now and later if and when that next incident occurs. Taking preparatory action can reassure you and your children that you can exert a measure of control even in the face of such events. Remember, terrorism is not limited to acts of violence from outside. Local terrorism is very real.

Homeland Security Advisory System

Familiarize yourself and your family with the Homeland Security Advisory System:

<u>COLOR</u>	<u>RISK OF ATTACK</u>
 Red	Severe Risk
 Orange	High Risk
 Yellow	Elevated Risk
 Blue	Guarded Risk
 Green	Low Risk

Biological Attack

One of the many unsettling characteristics of chemical agents is that some of them cannot be seen or smelled. Citizens can protect themselves by observing the following rule of thumb: If a single person is on the ground, choking or seizing, it is likely this individual is having a heart attack or some sort of seizure. However, if several people are down, coughing, vomiting, or seizing, they could be reacting to the presence of a toxic substance. Evacuate the area immediately and dial "911", making sure to tell the dispatcher that a hazardous gas may be present.

Indoors: If indoors, exit the building as rapidly as possible. Once outside, if you believe that you may have been exposed to the toxic substance, discarding your modesty, shedding your clothes could save your life. Taking off your outer clothing can remove roughly 80 percent of the contamination hazard. Look for a nearby fountain, pool, or other source of water so that you can quickly and thoroughly rinse any skin that may have been exposed (e.g., jump in the pool). Studies show that plain water is an effective decontaminant. The Fire Department will arrive as soon as possible, and affect decontaminate procedures. Try to remain calm. Rescuers will triage everyone so that they can give medical attention to the most seriously effected individuals first. Even if you are not displaying symptoms of exposure (e.g., eye problems), medical personnel on scene will want to examine and advise you about follow-up care. Law enforcement may also need to speak with you about what you may have observed or been exposed to, to assist with their investigation.

Outdoors: Birds and other small animals would very quickly be overcome by a poison gas, so if birds are dropping from the sky, that is another warning sign of toxic trouble. The most important thing to do is to get a physical barrier between you and the toxic cloud. Get indoors quickly—preferably into a building but even being inside a car will help. Shut all windows and doors and turn off the air conditioner. Try to plug any air drafts (e.g., under doors). This technique is known as sheltering in place. Call "911" and notify authorities that a hazardous gas may be present. If that is indeed the case, the wind may carry the toxic hazard away within a relatively short period of time. Stay indoors, and turn on the television and/or radio for news and announcements. Authorities will notify you when it is safe to go outside. If you are at home, put your clothes in a plastic bag and take a shower, this will help remove any contamination that might have occurred before you were able to get indoors.

Sheltering In Place: If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your home or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air-conditioning systems. Close the fireplace damper. Get your emergency supplies kit and go to an interior room without windows that is above ground. Using duct tape, seal all cracks around the door and any vents into the room. Keep listening to your radio or television until you are told all is safe or you are told to evacuate.

Psychological Assistance

First aid is the initial help received by a person and is concerned only with the immediate situation. Yet the greatest need for psychological assistance will come after the situation is over. There may be panic, withdrawal, or uncontrolled behavior especially in children. The American Red Cross advises that it is important to accept the person's right to his own feelings; attempt to calm the victim, communicate confidence, and encourage the person to speak freely about fears and feelings. Remember, the more planning that is done beforehand in disaster preparedness, the better the family will be equipped to handle an emergency situation physically and emotionally.

Keep this handbook and other emergency materials in a specific predetermined location where all family members can find them.

Additional copies of this handbook may be obtained from the Westlake Village City Hall (818) 706-1613

Information in this handbook was compiled from and checked by authoritative emergency service sources. While every reasonable effort has been made to insure its accuracy, the City of Westlake Village is not responsible and assumes no liability for any actions undertaken by any person utilizing information contained in these handbook pages.

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EMERGENCY

PREPAREDNESS PLAN

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