

# ***Disaster Preparedness is a State of Mind***

Here is some key information that will help you in the event of a disaster.

*Always keep in mind that a **clear plan** makes for a **clear head** in an emergency.*

## **➔ The Plan (Know Your Escape)**

Each employer should have established emergency procedures. Ask your supervisor the following questions:

- **Who is assigned as Emergency Team-lead?** The team-lead should have a complete list of staff working during their assigned shift, indicating any staff with special needs.
- **Where are the load bearing walls?** (Which doorsills will provide the most safety?)
- **What is the official evacuation route?**
- **Where is the post-evacuation meeting spot?**

## **Emergency Contacts – Important Telephone Numbers**

FIRE-POLICE-MEDIC ONE-----911

**24-HOUR CONTACT: Jeffcom 9-1-1 Police-Fire Dispatch Center: (360) 385-3831 ext. 1**

CITY OF **PORT TOWNSEND**---- (360) 379-5047

During normal business hours – 8:00 AM to 5:00 PM

Public Works Department----Streets, Sewer, Water, Stormwater - (360) 379-5096

Development Services Department ---- buildings and building code - (360) 379-5095

For after hours or weekend emergencies - water, sewer, stormwater and other City-related issues – Call 911

JEFFERSON COUNTY Emergency Management Department – (360) 385-9368

### **Procedures for reporting emergencies**

Follow the 3 steps below when calling to report an emergency to one of the above emergency contacts:

1. State Specific Type of Emergency.
2. Know the address. Give Complete Building Address including floor, suite, and nearest cross street.
3. Have the Building Address posted by the telephones .
4. **Do NOT hang up phone until directed to do so by Operator.**

## **FIRE**

### **Fire Evacuation Procedures**

1. **Exit** the building by walking to the nearest fire exit. **The number 1 cause of injury in an emergency is panic, try to remain calm and proceed to the exit with caution.**
2. **Do NOT** waste precious time trying to collect personal items.
3. **Take the stairs, do not use elevator.**
4. As you exit your workspace, **close suite doors but DO NOT lock them.**
5. If you are trapped by fire and cannot exit, **DO NOT** break out a window. Reason: Fire will travel and search out oxygen of which a broken window is a very good source. **Instead place a piece of white cloth or paper to the window. This is a sign nation-wide to fire fighters that there are individuals who are trapped and need rescue.**
6. All handicapped persons must be assigned to someone in your office who will be responsible for assisting them out of the building.
7. Return to your work area only after the Fire Department has given the all-clear sign.

## EARTHQUAKE

### Earthquake Response

1. **DO NOT RUN OUTDOORS** (Most injuries result from falling debris, electrical wires & shattered glass encountered outside).
2. Take cover in doorways located in load-bearing walls, under tables, desks, and seek protection against flying glass.
3. Do not leave cover until ordered to do so by emergency personnel.
4. Evacuate the area as directed by emergency personnel.

## TSUNAMIS

1. Tsunamis are a series of large ocean waves which are generated by major earthquakes or landslides into the ocean.
2. Plan an evacuation route from home, school, and workplace. If you hear an official tsunami warning, or detect signs of a tsunami, evacuate immediately, and take your emergency-preparedness kit with you.
3. Take pets with you—if you are unsafe, so is your pet.
4. Go to higher ground, 100 ft. above sea level, as far as possible inland. Red Cross website ([www.redcross.org](http://www.redcross.org)) says if you stop to watch a tsunami, you put yourself in grave danger. If you can see the wave, you are too close to escape.

## BOMB THREATS

### If You Receive a Bomb Threat

1. Via Telephone: Attempt to get the exact location within the building where the bomb has been or is going to be planted. Attempt to get as much information as possible. Listen for noises in background for other clues that may indicate who is calling and location of caller.
  - a. Carefully record information including exact location of bomb and of description of caller: i.e. voice, race, sex, group affiliation, etc.
  - b. Call 911.
  - c. Report information to the Building Management.
2. Via letter, card or package suspected of being a bomb: do not handle letter or package and immediately call 911.
3. Notify your supervisor. Supervisor will contact the building management.

### Bomb Threat Evacuation Procedures

1. Obey instructions of the Bomb Search Officer, Police or other persons in authority.
2. Check immediate work areas prior to evacuating space and report any suspicious packages or objects to the Police.  
**DO NOT DISTURB OBJECT.**
3. Do not close doors.
4. Return to your work area only after the “All Clear” has been announced.

### Bomb Threat Evacuation (Handicapped)

1. If the order is given to evacuate, go to the elevator with your monitor(s).
2. You and your monitors(s) will board the elevator first, before non-handicapped occupants.
3. Your monitor(s) will remain with you at all times at the evacuation site. Wait there for further instructions.
4. When the “All Clear” is announced, leave the evacuation site with your monitor(s), as instructed.

## EXPLOSIONS

1. In the event of an explosion: Take cover under desk or tables (Seek protection against flying glass or debris).
2. Call 911.
3. Evacuate the area as directed by persons having authority (i.e., Bomb Search Officer, Police, etc.).
4. Notify Building Management and report conditions.
5. Return to work area when advised by persons of authority.

### More Resources

Tune into KPTZ 91.9 FM

Jefferson County Dept. of Emergency Management - [www.jeffcoec.org](http://www.jeffcoec.org)

Register for Text Alerts from Jefferson County Emergency Management (Nixle Alerts) - [www.jeffcoec.org/nixle3.htm](http://www.jeffcoec.org/nixle3.htm)

Local 20/20 Neighborhood Emergency Prep Toolkit – [www.l2020.org/emergency-preparedness/ep-resources/](http://www.l2020.org/emergency-preparedness/ep-resources/)

For more information regarding this publication please contact:

**Port Townsend Main Street Program - 211 Taylor St. Suite 3, Port Townsend, WA 98368**

**(360) 385-7911** [www.ptmainstreet.org](http://www.ptmainstreet.org)

