



***EMERGENCY***  
*PLAN*  
*for*  
*THE GENERAL PUBLIC*



GOVERNMENT OF BERMUDA  
Ministry of Health  
**Department of Health**



# ***EMERGENCY***

## *PLAN*

*for*

### *THE GENERAL PUBLIC*

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Published by: The Department of Health,  
Ministry of Health

Address: P.O. Box HM 1195, Hamilton HM EX

Website: [www.health.gov.bm](http://www.health.gov.bm)

Date: March 2006 • Revised June 2012

Design and pre-press production:

Department of Communication and Information



# **EMERGENCY** *Numbers*

Emergency Broadcast Station

**FM 100.1 MHz**

Emergency Measures  
Organisation

**295-0011**

Ambulance, Fire, Police

**911**

Marine Rescue

**911**

BELCO

**955**

BTC

**295-1001**

Public Works

**295-5151**

Maritime Operations Centre

**297-1010**



# An **EMERGENCY** PLAN

for THE GENERAL PUBLIC

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# 4 Steps to Creating a **Family Emergency Plan**

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|---|--|
| 1 | LEARN WHAT THE HAZARDS ARE AND HOW TO PREPARE FOR THEM |
| 2 | MEET WITH YOUR FAMILY TO PLAN AHEAD                    |
| 3 | PUT YOUR PLAN INTO ACTION                              |
| 4 | PRACTISE WITH YOUR FAMILY                              |

In the event of a disaster emergency units such as the Police, Fire and medical services are first on the scene to assess damage, secure public safety and to assist those in immediate need. Private utility crews will work to restore electricity, telephone and other utilities. Often disaster emergency responders cannot be everywhere helping every one immediately so everybody in your family should be ready to act. For example:

- Disaster strikes and no one is at home. You are at work; the kids are at school, how do you find each other?
- Or, disaster strikes, and confines you to your home. Basic services such as electricity, water, gas and telephone, may be unavailable for hours or weeks. How will you cope with the situation?
- Or, disaster strikes and you need to get out of the building fast. Do you have a plan for where to go, and what to take with you?
- Or, a tornado or hurricane strikes suddenly. Do you know what to do, and where to take shelter?



## **1 LEARN WHAT THE HAZARDS ARE AND HOW TO PREPARE FOR THEM**

Every country in the world faces hazards that can put people at risk. Here in Bermuda, the risks are often natural disasters such as hurricanes, tornadoes and man-made hazards such as accidents. List these hazards and think of ways to prepare for them.

## **2 MEET WITH YOUR FAMILY TO PLAN AHEAD**

Discuss the types of disasters that are most likely to occur, and discuss what you would do in each situation. Children can learn what to do in an emergency, and can respond appropriately, if you tell them how to identify danger signals.

- Discuss how each of you would escape from your home.
- Identify two ways out of each room.
- Talk about the best place to be during each type of disaster. For example, in a hurricane, the best place to be is in your strong room and away from windows. Discuss the possibility of evacuation. Consider where you would go and what items you would take with you.
- Remind family members that when an emergency or disaster does occur, to listen to a battery operated radio for instructions.
- Discuss how you would keep in contact with each other. Family members could be anywhere when disaster strikes.
- Select two places to meet:
  - in case of a sudden emergency, like a fire, outside your home.
  - in case you can't return home because of flooding or hazardous materials, accidents that can close roads or neighbourhoods, pick a place outside of your neighbourhood such as a street corner. If everyone meets at the selected site, it could eliminate the need for someone else to go in and look for them, thus endangering another person.
- Everyone must know the address and phone number of your home by heart.
- Ask someone who doesn't live near you, such as a family member or friend, to be your 'family contact'.
- Everyone should know the family contact's phone number by heart.
- Every member should call this person and tell them where they are.

### 3 PUT THE PLAN INTO ACTION

These steps are simple, and require a minimum of time. Every family member can participate. Here are a few ideas:

- Post emergency phone numbers near each telephone include the 'check-in contact phone number'
- If you have young children, it helps to illustrate the numbers with pictures.
- Learn first aid and CPR – everyone at home old enough to benefit from these classes should take them.
- Make sure that everyone in the family knows the locations of electrical and water shut-offs, and how and when to shut them off.
- Keep appropriate tools nearby.
- Teach all family members how to use a fire extinguisher and keep in an accessible place.

### 4 PRACTISE WITH YOUR FAMILY

- Take time to test your family disaster plan to ensure that it works.
- Quiz your children at least once every six months, so that they will remember what to do. For example, do they remember your 'check in contact's' phone number?
- Does everyone know two escape routes from each room?
- Are fire escape ladders placed near windows above the first floor? Do children know how to use them?



# Know What to Do as a Disaster Approaches

## DURING A DISASTER

- Listen to the Emergency Broadcast station on 100.1 MHz.
- Follow instructions if ordered to evacuate.
- Stay away from windows and doors.
- Locate a strong room in your house. If your house or apartment doesn't have a basement, seek shelter in a small room (preferably without windows) in the middle of the house.
- Stay indoors. The only time you should leave your home is if you HAVE TO evacuate.
- Keep emergency numbers close to you at all times:

### Emergency Broadcast Station **FM 100.1 MHz**

Emergency Measures Org. (EMO)	<b>295-0011</b>
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Ambulance, Fire, Police	<b>911</b>
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Marine Rescue	<b>911</b>
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BELCO	<b>955</b>
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BTC	<b>295-1001</b>
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Public Works	<b>295-5151</b>
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Maritime Operations Centre	<b>297-1010</b>
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## **IF EVACUATION IS NECESSARY**

- If officials order evacuation, leave as soon as possible.
- Avoid flooded roads.
- Secure your home (if time permits).
- Unplug appliances
- Take your pre-assembled emergency supplies and warm protective clothing.

## **AFTER THE DISASTER**

- If you had to evacuate your home, return home only after authorities say it is safe to do so. Stay tuned to the Emergency Broadcast station FM 100.1 MHz for recovery information.
- Beware of downed or loose power lines. Report them immediately to BELCO, Police or the Fire Services.
- If your home has been damaged, enter with caution. Do not use candles or open flames, instead use a flashlight to inspect for damage.
- Check for gas leaks. If you smell gas or hear a blowing or hissing noise, quickly leave the building and leave the doors open. Call the gas company.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Help neighbours who may require special assistance such as infants, the elderly and disabled. The elderly and persons with disabilities may require additional assistance. People who care for them or who have large families may need additional assistance in emergency situations.
- Avoid disaster areas. Your presence might hamper rescue and other emergency operations, and also put you at risk.



## Securing Your **Home** Before a Hurricane

### **ROOF AND TANK**

Block the gutters with clean rags or other device to prevent any leaves, salt and other contamination from entering your water tank.

### **WINDOWS & DOORS**

Installing storm shutters over all exposed windows and other glass surfaces is one of the easiest and most effective ways to protect your home. Cover all windows, French doors, sliding glass doors and skylights. Plywood shutters that you make yourself, if installed properly, can offer a high level of protection from flying debris during a hurricane. Ensure all latches, locks and closing devices on your windows and doors keep them adequately secured. An improperly secured window can blow open and then the air pressure can take off the roof during hurricane force winds.

### **GARAGE DOORS**

Garage doors can pose a problem during hurricanes. They can wobble at high winds and can pull out of their tracks or collapse from wind pressure. Some garage doors can be strengthened with retrofit kits. Check with your local building supplies dealer.

### **OUTDOOR FURNITURE & ORNAMENTS**

Bring in outdoor objects such as lawn furniture, toys and garden tools; anchor objects that cannot be brought inside but that could be wind-tossed. Remove outdoor antennas, if possible.

### **INDOORS**

Turn off and unplug all electrical appliances. Store drinking water in clean jugs, bottles and cooking utensils. Fill the bathtub and use a bucket with this water for flushing if needed. Turn the refrigerator and freezer to the coldest settings if not instructed by officials to turn off utilities.



## Your **Pets** and Emergency Planning

### **BE PREPARED WITH AN EMERGENCY PLAN**

Pets depend on us for their safety and well-being. Check to be sure your pet disaster supplies are ready to take at a moment's notice. Bring all pets into the house so that you won't have to search for them if you have to leave in a hurry. You may not be home when the evacuation order comes, designate a neighbour who is comfortable with your pet, this person should know where your animal is likely to be, know where your pet disaster supplies kit is kept and have a key to your home.

Make sure that the well-being of your pets is included in your disaster plan. If you must evacuate, the most important thing you can do to protect your pets is to evacuate them too.

## *Pet First Aid Kit*

### **ASSEMBLE A PORTABLE PET DISASTER SUPPLIES KIT**

Keep items in an accessible place and store them in sturdy containers that can be carried easily (duffel bags, covered trash containers). Your pet disaster supplies kit should include:

- Medications and medical records
- Sturdy leashes
- Harnesses
- And/or carriers to transport pets.
- Current photos of your pets in case they get lost.
- Food
- Potable water
- Bowls
- Cat litter
- Can opener
- Medications
- Medical records



# Keeping **Food Safe** to Eat in a Power Outage

## PLANNING AHEAD CAN HELP YOU SAVE YOUR PERISHABLES

Sudden power outages can be frustrating and troublesome, especially when they are prolonged. Perishable foods should not be held above 40°F for more than two hours. If a power outage is two hours or less, you need not be concerned, but how do you save your food when the refrigerator is out for longer times?

### WHAT DO I NEED?

**Coolers** One or more. Inexpensive Styrofoam coolers are excellent.

**Shelf-stable Foods** such as canned goods and powdered or boxed milk.



**Thermometer** this is a necessity in your kitchen. Thermometers allow you to quickly check internal temperatures of hot and cold food to ensure it's safe to eat. They can be purchased at most major supermarkets. Get one that ranges in temperature between 0 °F and 200 °F for checking food temperatures.

## WHAT TO DO DURING A POWER OUTAGE

- Do not open the refrigerator or freezer. Tell your little ones not to open the door. An unopened refrigerator will keep foods cold enough for a couple of hours at least.
- A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- If it looks like the power outage will be for more than two to four hours, pack refrigerated milk, dairy products, meats, fish, poultry, eggs, gravy, stuffing and leftovers into your cooler surrounded by ice.
- If it looks like the power outage will be prolonged, prepare a cooler with ice for your freezer items.





## Food Safety

## Q & A



***Q. What should be discarded after a power outage?***

**A.** As soon as the power returns, check temperatures. If the food in the freezer has ice crystals and is not above 40 °F you can refreeze. Perishable foods in the refrigerator should not be above 40 °F for more than two hours. Use the chart overleaf to see what has to be discarded and what can be kept.

***Q. What if I go to bed and the power is still not on?***

**A.** Before you go to bed, pack your perishables into your coolers if you haven't already done so and put in as much ice as you can. Also, when you go to bed, leave a bedroom light switched on. When the power goes back on, it will wake you, so you can check the condition of your foods in the freezer.

***Q. What if the power goes out while I'm at work or out of the house and it has been more than a few hours before I get home?***

**A.** Try to determine how long the power has been out. Check the internal temperature of the food in your refrigerator with your quick-response thermometer. A liquid such as milk or juice is easy to check. Spot check other items like steaks or leftovers also. If the internal temperature is above 40 °F it is best to throw it out.

***Q. What if the power goes out and comes back on while I am out?***

**A.** If your freezer is fairly full and you know it was not longer than 24 hours, the food should be OK. There will be loss of quality with refreezing, but the food will be safe. If the refrigerator was out for more than two hours, it is best to discard the perishables.





# Food Safety *in a Power Outage*

## Frozen Foods

MEAT, MIXED DISHES	CONTAINS ICE CRYSTALS, NOT ABOVE 40 °F	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Beef, veal, lamb, pork poultry, ground meat and poultry	refreeze	discard
Casseroles with meat, pasta rice, egg or cheese base stews, soups, convenience foods, pizza	refreeze	discard
Fish, shellfish, breaded seafood products	refreeze	discard
DAIRY	CONTAINS ICE CRYSTALS, NOT ABOVE 40 °F	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Milk	refreeze	discard
Eggs (out of shell) egg products	refreeze	discard
Ice cream, frozen yoghurt	discard	discard
Cheese (semi soft) cream cheese, ricotta	refreeze	discard
Hard cheese (cheddar, Swiss, Parmesan)	refreeze	refreeze
FRUITS, VEGETABLES	CONTAINS ICE CRYSTALS, NOT ABOVE 40 °F	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Fruit juices	refreeze	refreeze; discard if mold, yeasty smell or sliminess
Home or commercially packaged fruit	refreeze	refreeze; discard if mold, yeasty smell or sliminess
Vegetable juices	refreeze	discard if above 50 °F for over eight hours



# Guidelines for Saving or Discarding Food

BAKED GOODS, BAKING INGREDIENTS	CONTAINS ICE CRYSTALS, NOT ABOVE 40 °F	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Flour, cornmeal, nuts	refreeze	refreeze
Pie crusts, breads, rolls muffins, cakes (no custard fillings)	refreeze	discard if above 50 °F for over eight hours
Cakes, pies, pastries with custard or cheese filling, cheesecake	refreeze	discard
Commercial and homemade bread dough	refreeze	refreeze

## Refrigerated Foods

DAIRY, EGGS, CHEESE	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Mild, cream, sour cream, buttermilk, evaporated milk, yoghurt	keep	discard
Butter, margarine	keep	keep
Baby formula	keep	discard
Eggs, egg dishes custards, puddings	keep	keep
Hard and processed cheeses	keep	keep
Soft cheeses, cottage cheese	keep	keep

FRUITS, VEGETABLES	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Fruit juices (opened), canned fruits (opened) fresh fruits	keep	keep
Vegetables (cooked) vegetable juice (opened)	keep	discard after 6 hours



FRUITS, VEGETABLES	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Baked potatoes	keep	discard
Fresh mushrooms, herbs, spices	keep	keep
Garlic (chopped, in oil or butter)	keep	discard
MEAT, POULTRY, SEAFOOD	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Fresh or leftover meat, poultry, fish seafood	keep	discard
Lunchmeats, hot dogs, bacon, sausage, dried beef	keep	discard
Canned meats (not labelled 'keep refrigerated' but 'refrigerate after opening')	keep	discard
Canned hams (labelled 'keep refrigerated')	keep	discard
MIXED DISHES, SIDE DISHES	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS
Casseroles, soups, stews pizza with meat	keep	discard
Meat, tuna, shrimp chicken or egg salad	keep	discard
Cooked pasta, pasta salads with mayonnaise or vinegar base	keep	discard
Gravy, stuffing	keep	discard



PIES, BREADS	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	
	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS	
Cream or cheese filled pastries or pies	keep	discard
Fruit pies	keep	keep
Breads, rolls, cakes, muffins, quick breads	keep	keep
Refrigerator biscuits rolls, cookie dough	keep	discard
SAUCES, SPREADS, JAMS	FOOD STILL COLD AT 40 °F OR ABOVE UNDER 2 HOURS	
	THAWED, HELD ABOVE 40 °F FOR OVER 2 HOURS	
Mayonnaise, tartar sauce horseradish	keep	discard
Open salad dressing, jelly relish, taco sauce, barbecue sauce, mustard, catsup, olives	keep	keep



## Guide to **Roof** Care

Bermuda's iconic white slate roof is designed to catch rain and direct it into water tanks beneath each house. This is why Bermuda roofs should be painted every two years, and water tanks should be cleaned out at least every six years or more frequently, if necessary.

### HOW TO CLEAN A BERMUDA ROOF

1. Block all rain water leaders tightly. You can use a bottle or tennis ball wrapped in cloth.
2. Power-wash the roof to remove all dirt and peeling paint.
3. Treat the roof with undiluted bleach. This will penetrate to kill mildew below the surface and protect the roof until paint is applied.
4. Repair all hairline cracks by scoring them with a can opener to remove loose cement. Patch the opening with a roof patching material and fill large cracks with a mixture of sand and cement.
5. To prevent mildew from returning, paint roof within 24 hours of treating roof with bleach.
6. Apply an approved sealer, be sure to follow the instructions.
7. Apply an approved roof paint according to the instructions of the material being used.
8. Brush in paint backward and forward and keep the brush in front of you.
9. Let it dry. Apply a second coat if necessary.
10. Remove bottle or tennis ball from rain water leaders after paint is thoroughly dry or after first rainfall.



\* For a list of approved roof paints and sealers contact:  
Environmental Health at **278-5333**.



## Safe **Tank** Water

Regular maintenance of your roof water catchment and tank is important to keep your water safe, clean and fresh. Conduct a survey of your water system and check the following:

### ROOF CATCHMENT

Trim any overhanging tree branches and cover open rainwater leaders with wire screens.

Keep your roof and gutters clean and free of fungal growth.

Tightly seal all rain water leaders when cleaning and painting the water catchment. Do not remove until after the first rain shower.

### WATER TANK

Ensure all overflow pipes are above ground and screened with fine mesh wire. Ensure that the tank top is tight fitting and kept free of sources of contamination.

Clean your water tank as often as necessary to prevent sediment accumulation (by law every six years). Studies have shown that most contamination settles out of the water into the sludge.

Locate the suction valve at least 18" above the tank bottom and as far as possible away from the sump where sludge collects.

**Avoid refilling tanks that are low in water and high in sediment. The water may become unsafe to drink because contaminants contained in the sludge can be reintroduced into the water.**

Disinfect your tank supply every three to four months using regular household bleach (4oz per 1,000 gallons) to kill germs. Chlorination should only be performed if the water is clear and the tank free of sludge. Organic matter contained in the sludge inhibits disinfection and may result in the formation of potentially harmful by-products.

#### Formula for calculating volume of water

Length x Width x Depth of Water x 6.25 = No. of Gallons

## DO USE

Household bleach 5.6% chlorine or ultra bleach 6% chlorine.

## DO NOT USE

Colour bleach or scented bleach or “save oxygen bleach”.

**Aeration** -adding oxygen to the tank water to correct or prevent ‘rotten eggs smell’

Connect garden hose to outside tap, set the nozzle onto the surface of the water in the tank or onto the roof and turn on tap let circulate for several hours.

OR

Use a bucket and rope to agitate the water with an upward and downward motion to make bubbles.

Water Volume (gal)	Bleach oz	cups
6000	24	3
7000	28	3.5
8000	32	4
9000	36	4.5
10000	40	5
11000	44	5.5
12000	48	6
13000	52	6.5
14000	56	7
15000	60	7.5
20000	80	10
25000	100	12.5
30000	120	15
35000	140	17.5
40000	160	20



## TREATMENT OF COMMON WATER PROBLEMS

### Stagnation

The water smells foul due to depletion of oxygen. If the tank is clean, aeration followed by chlorination should improve water quality. (see above for procedures).

### Roof catchment paint contamination

If the water in your tank is cloudy and tastes objectionable, it should be discarded.

### Mosquito/fly larvae

Prevent these insects from entering by screening all openings at ground level. Check gutters for standing water.

### Rust coloured tap water

Deterioration of galvanized water supply components (pipes or pressure tank). Replace as needed.


## TANK WATER AFTER A HURRICANE

In Bermuda we have the potential to be exposed to prolonged periods of low atmospheric pressures; for example during the passage of hurricanes. **After a hurricane it may be noticed that your water has been affected.**

Most commonly people experience smell or taste problems with their tank water.

### Oxygen Chemistry

In order to explain how fish could be killed or water left unpalatable we need to understand the behaviour of oxygen in water:



Oxygen has only limited solubility in water and there are several factors that can further limit the amount of oxygen that dissolves in the water:

increased **temperature**

increased **salinity**

decreased **atmospheric pressure**

During hurricane season all of these factors can act together. For example the temperature is elevated during the summer, salinity of tank water may increase from wind blown spray (even inshore) and the close passage of a storm will cause a dip in pressure.

To make matters worse vegetation sometimes enters the tank. Normal bacterial action on this matter then has the potential to use up all the remaining oxygen in the water. As these aerobic bacteria then die off it allows an explosion in the population of anaerobic organisms.

These new organisms do not live by biological oxidation but instead use inorganic salts such as sulphates that are in the water. As a consequence the water begins to smell from the obnoxious by-products of their metabolism.

### **The Solution**

1. Remove as much vegetation from the tank as possible – if there is an excessive amount **empty the tank**.
2. **Aerate** – adding oxygen to the water in order to ensure that anaerobic bacterial action does not persist.
3. **Aeration** can be achieved by setting your garden hose nozzle onto the surface of the water in your tank. To quicken the process a **booster pump** may be used.
4. **Chlorinate** in order to reduce the numbers of bacteria in the tank and pipes. Use regular household bleach (4 oz per 1000 gallons) to kill germs.
5. **Chlorination** should only be performed if the water is clear and the tank free of sludge. Organic matter contained in the sludge inhibits disinfection.
6. **Salty water** – empty the tank and fill with fresh water or use bottled water for drinking.

**If your tank has not been cleaned within the last five years – empty and clean.**



## Frequently asked Questions

**My tank has not been cleaned within five years, it has a lot of organic matter (leaves, etc.) introduced from a hurricane**

- Do not chlorinate
- **Empty and clean tank as soon as possible**
- Boil for drinking or use only for flushing and other non-potable purposes

**My tank has not been cleaned within five years and the water smells of 'rotten eggs'**

- Boil for drinking
- Aerate the water using one or all of the methods below
- Do not chlorinate
- Empty and clean tank

**My tank water is salty**

- Use only for flushing and other non-potable purposes
- Empty and clean tank

**My tank has been cleaned within five years there is organic matter (leaves, etc.) floating and the water smells of 'rotten eggs'**

- Remove organic matter
- Boil for drinking
- Aerate the water using one or all of the methods on page 16

***Can I use my well water for drinking?***

**NO!** It is illegal to drink well water unless it comes from a treated ground-water supply that is licensed by the Department of Health.

## TANK CLEANING TIPS

- Empty tank
- Clean tank
- Power wash of max. 3000psi. **DO NOT PUT POWER WASHER INTO TANK**
- Check for cracks and leaks.
- Cement wash
- Use sealers registered with the Department of Health and placed on the “List of approved roof paints and sealers”
- Remove all items that were placed into the tank to assist in the cleaning process
- Rinse the walls and tank floor using water and bleach solution and remove the rinse waste water
- Allow tank to dry for two days

### Safety Precautions:

- Have at least two people working on the tank – one inside and the one outside.
- Wear a fitted facemask attached to an oxygen tank when working with chlorine or sealers
- **DO NOT SUBMERSE ELECTRICAL CORDS OR LIGHTS**
- Think SAFETY!


## Frequently Asked Questions

### **I have two sides of the tank – what do you suggest?**

It is best to clean both sides of the tank. Drain and clean one side at a time. Switch over the valves, that way your family can continue to use one side of the tank while cleaning the other.

### **I don't want to power wash, what are my options?**

Use a boat brush on a staff or a wire brush. Power washing can severely damage tanks if not done correctly.



**Submersible pumps have electrical cords that go underwater – are they safe?**

Read the instructions and have older models tested by an electrician. Submersible pumps can be immersed in water, even the power cord!

**What should I do with the sludge that I take out of the tank?**

The sludge can be buried or taken to Marsh Folly.



# Using a **Generator**

## *When Emergency Strikes*

### **PURCHASING A GENERATOR**

If you choose to buy a generator, make sure you get one that is listed with the Underwriter's Laboratory (UL) or Factory Mutual (FM). Look at the labels on lighting, appliances and equipment you plan to connect to the generator to determine the amount of power that will be needed to operate the equipment.

For lighting, the wattage of the light bulb indicates the power needed. Appliances and equipment usually have labels indicating power requirements on them. Choose a generator that produces more power than will be drawn by the combination of lighting, appliances and equipment you plan to connect to the generator including the initial surge when it is turned on. If your generator does not produce adequate power for all your needs, plan to stagger the operating times for various equipment.

### **USING A GENERATOR**

- Follow the directions supplied with the generator. Under no circumstances should portable generators be used indoors, including inside a garage. Adequate ventilation is necessary as well as proper refuelling practices.
- It is a good idea to install one or more carbon monoxide (CO) alarms inside your home (following manufacturer's installation directions). If CO gas from the generator enters your home and poses a health risk, the alarm will sound to warn you. Many home fires and deaths from carbon monoxide poisoning have occurred from using a generator improperly.
- Be sure to let the generator cool down before refuelling. Store fuel for the generator in an approved safety can. Use the type of fuel recommended in the instructions or on the label on the generator.
- Do not store fuel in a garage, basement or anywhere inside a home, as vapours can be released that may cause illness and are a potential fire or explosion hazard.
- Do not hook up a generator directly to your home's wiring.



# *Emergencies & Your* **Workplace**

If your place of business does not have an emergency response plan now is the time to do it. A work place emergency response plan should make provisions for:

- Human resources
- Physical resources

## **WORKPLACE DISASTERS: HUMAN RESOURCES**

Preparing for a disaster:

- Create evacuation plans and chart exits with Exit signs.
- Prepare first aid kits (Appendix B) and train the workers in First Aid and CPR.
- Provide battery operated radios, flashlights, and supplies like blankets, food and water.
- Consider emergency lighting and alarm systems.
- Conduct mock disaster emergencies regularly to keep employees well trained and prepared to deal with an emergency.
- Your plan should also cover how to account for everyone (i.e., designated spot), how to get word to everyone in the workplace and how to get in touch with the families of employees.

## **WORKPLACE DISASTERS: PHYSICAL RESOURCES**

Protecting people is the first order of business in any disaster. If your building becomes unsafe, evacuate immediately. It's wise to have Exit signs at every doorway that leads outside and Evacuation Boards to display your floor plan and all exit routes.

## **PROTECTING YOUR ASSETS**

- Consult with the Bermuda Fire Services on sprinkler systems and fire extinguishers
- Provide storm shutters or other means to protect doors and windows
- Generators and uninterruptible power supplies (UPS) can keep critical equipment operating

# Emergency Shelters

The two buildings that have been identified as designated Emergency Shelters are:



## CEDARBRIDGE ACADEMY

### **CedarBridge Academy Gymnasium**

1 CedarBridge Lane,  
Prospect  
Devonshire DV 02



## WHITNEY INSTITUTE MIDDLE SCHOOL

59 Middle Road  
Smith's FL 04

There are other school and church sites that may be used as *Emergency Shelters* in the case of a disaster. The *Emergency Measures Organization* will determine which sites will be opened based on the specific circumstances of the disaster. The *Emergency Shelters* identified for use for the public will be announced on the *Emergency Broadcast Station*, **FM 100.1 MHz** once they have been arranged. If you need to evacuate your home take your pre-assembled emergency supplies with you to the nearest *Emergency Shelters*.



## Creating An Emergency **Supply Kit**

In the event of an emergency where you may need to survive on your own for three or more days, international guidelines recommend the following:

- Disaster supply kit with prescription medications, essential food, water and supplies for at least three days should be kept in a designated place.
- A backpack or duffle bag can be packed and be ready to 'grab and go' in case you have to leave your home quickly because of a disaster. Make sure all household members know where the kit is kept.
- You should also have a disaster supply kit at work. This should be in one container ready to go in case you have to evacuate the building.

Basic supplies that should be in a disaster supply kit:

- Water: 1 gallon per person per day. You will need to change the stored water and food supplies every six months, so be sure to write the date you store it on all containers.
- Food items ready-to-eat-meats, fruits and vegetables; canned or boxed juices, milk, and soup; high-energy foods like peanut butter, jelly, low-sodium crackers, granola bars, and trail mix; vitamins; food for infants or persons on special diets; cookies, hard candy; instant coffee, cereals, and powdered milk.
- Prescription medications.
- First-aid supplies: assemble a first-aid kit for your home and for each vehicle.
- Tools and emergency supplies: basic tools and kitchen items may prove to be useful in times of emergency. Also, remember to pack sanitation and hygiene items. Important household documents and contact numbers should also be included.
- Clothes and Bedding: One complete change of clothing and footwear for each household member. Shoes should be sturdy work shoes or boots. Rain gear, hat and gloves, extra socks, extra underwear, sunglasses. Also, blankets or a sleeping bag and pillows for each household member should be included.



- Specialty Items: Remember to consider the needs of infants, the elderly, disabled and pets. Also remember to include entertainment and comfort items for children. Check to see if all emergency lights, flashlights, portable and weather battery-operated radios are working properly and have extra batteries that are accessible.
- First Aid Kit: Assemble to include medications aspirin, non-aspirin pain reliever, antacid and anti-diarrhea medication, bandages, gauze, scissors, safety pins and sunscreen.

## Quick Emergency **Checklist**

Supplies of water and ready-to-eat non-perishable foods (i.e., dried or canned meats, vegetables and fruits).

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Manual can opener.

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Paper plates, cups and disposable utensils.

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Personal hygiene items (i.e., toilet paper, towelettes, feminine supplies, soap, detergents, birth control).

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Change of clothing, extra shoes or work boots and rain gear.

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Bleach

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Blankets or sleeping bags (one for each family member).

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Special needs items (i.e., baby supplies, eyeglasses/contact lenses, at least one week supply of prescription medications).

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Cash

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Organise important paperwork in waterproof containers. Include financial info, phone numbers, wills, insurance policies, immunization records and passports.



## First Aid Supplies

Maintain a fully stocked first aid kit in a readily available location and away from curious hands of little children. A portable first-aid kit for use in vehicles or outside of the home is also recommended.

Include the following items in each kit:

Package of 2" sterile gauze squares	(2" x 2")
Package of 3" sterile gauze squares	(3" x 3")
Cotton wool balls	1 bag
Band-aids	1 box
Antibacterial ointment (Polysporin)	
Hydrogen peroxide	16 oz.
Adhesive tape	1
Micropore tape 1"	1
Conform cotton bandages	2
Q tip applicators	1 pkg. = 100
Crepe bandages 3"	1
Triangular bandages	2
Disposable latex gloves	1 box – medium
Trash bags small	5
Safety pins	
Alcohol-free wipes	
Bandage scissors	
Mosquito repellent and bite treatment	