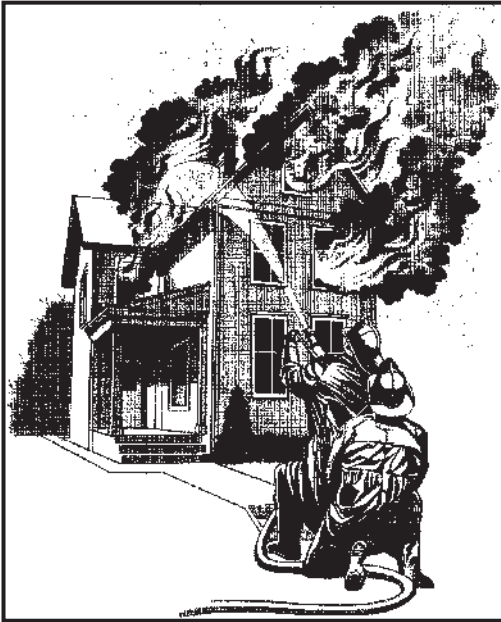
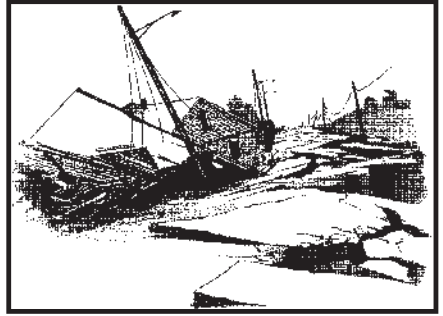


Disaster Handbook for Citizens



Save a Life... Yours!
City of Littleton

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About this Handbook



Emergencies happen daily in the city. They may be as minor as people locked out of their car, or as major as a house fire. You hear the sirens, but you forget it and go on about your work. This is understandable, but if you are suddenly the one involved in the emergency what you do until the police, fire or rescue units arrive is critical — it may save a life!

Also, major disasters can, and have happened here. Tornadoes, heavy snow, train wrecks and many others are possible and could affect many residents.

The City of Littleton is well prepared to handle both major and minor emergencies, but what about you? Do you know what to do?

That is the purpose of this handbook. To tell you about the Littleton Plan and provide you with specific information on what you can do to avoid emergencies; handle them if they do occur, and what to do if there is a major disaster.

Please read it carefully. Take action on the suggestions in it. Remember, the life you save may be yours or that of a member of your family!



Stan Bush, Director
Emergency Planning Department

CALLING FOR HELP

This is your first, most important action. Emergency service personnel are there, ready to help you, but they must know what the problem is, how serious it is and where it is. Don't wait! Don't try to put out the trash fire. Don't start searching for the missing child. Call! Then follow the instructions you will find later in this handbook for the particular emergency you have.



Remember to use 9-1-1 in emergency situations. This is the best number to access police or fire in an emergency. For non-emergency calls you can use secondary numbers direct lines. This will keep dispatchers free to deal with critical situations. These numbers are:

For police help call—303-794-1551

For fire or medical emergencies call—303-794-1555

For poison control call—303-739-1123

or 1-800-332-3073

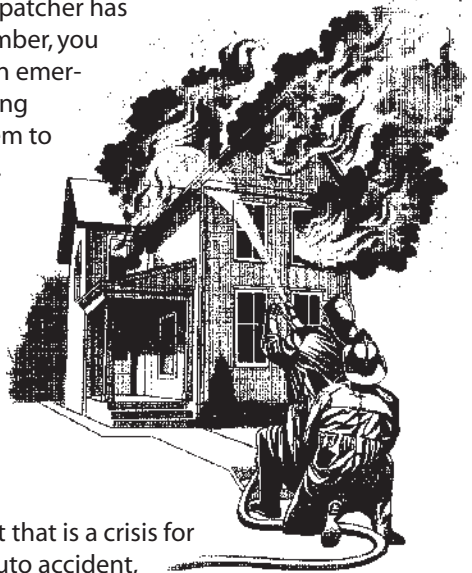
The response to your call may surprise you. You have an emergency; yet, the dispatcher answering your call will not seem excited and will ask you questions that you may think are not important. Remember, the dispatchers will be calm because it is their job to handle emergencies and they handle many every day. You can be thankful they are calm because it makes them more efficient. While you are talking to them they are starting the emergency response.

They need all of the information they request. What is the nature of the emergency? Be specific. Don't say, "I need the paramedics." Say, "My son has fallen off a ladder onto a concrete driveway and is unconscious." The paramedics can then plan how they will handle the emergency as they drive to your location. Give your correct address and where the emergency is. Don't say, "My house is on fire." Say, "I have a fire in a wastebasket in the basement bedroom." Be sure to give your full name and telephone number. The dispatcher may need to call you back for more information. If the emergency is difficult to locate, have someone lead help in. "There is a motorcycle accident in the field north of my home. Come to my home and my son will direct you to the scene."

Above all, don't hang up until the dispatcher has all of the needed information. Remember, you may not be familiar with managing an emergency, but dispatchers are. By following these instructions you will enable them to help you more quickly and efficiently.

TYPES OF DISASTERS

Any disaster is just that to the people involved, but for emergency service personnel there are different types of disasters. Since you might be involved in any of them you should know the categories.



Personal Disaster. This is an incident that is a crisis for the people involved—house on fire, auto accident, sick person—the type of emergency that is handled regularly by the city emergency departments.

Minor Disaster. One involving a number of people—such as a car/bus accident—but one that involves less than 50 people, is in a small area, and can be handled in a fairly short time—less than 12 hours.

Major Disaster. One involving a large number of people, and takes time to handle. It also might include a larger area of the city—such as an explosion in an office building.

Area Disaster. Generally, a major disaster that covers a much larger area and involves more than one city or county—such as the 1965 flood of the Platte that impacted many people in all of the cities and counties from Castle Rock to Brighton and beyond.

IS LITTLETON PREPARED?

The Littleton Plan

Littleton citizens are fortunate to be protected by an extensive disaster plan that covers all four types of disasters and identifies special responses to 53 different kinds of emergencies from accidents to winter storms. It has been used effectively over the years to manage disasters of all types, including the major disaster of the 1965 flood, plane crashes, train wrecks and chemical spills. Training and testing of the plan is continuous and it is constantly being

updated. (The most recent update in the summer of 2001.)

It didn't happen by accident. Littleton has been "lucky" over the years to have a number of minor and area disasters. Lucky? Yes, for this made city officials aware in the early 60s of the problems they might encounter. Combine this awareness with a willingness of the city council to support disaster planning, training and testing, and the plan took shape. The strong support and involvement of the city manager, police department and fire rescue department has enabled the city to prepare for any emergency.

An emergency operations center was developed in the 60s so city officials could coordinate and effectively manage any emergency. It has been used many times during power outages, severe storms and chemical spills. It was on stand-by for possible Y2K problems at the start of the new Millennium. Lessons learned in this center were incorporated into the communications division of the Littleton Center when it

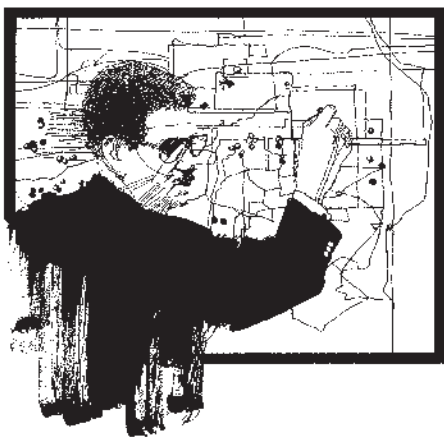


was constructed. And the old center is still fully active as a back-up facility. For further support of emergency operations a new mobile command post will be in service for field use in the near future.

The city also works closely with Littleton Public Schools. The district has an outstanding disaster plan that correlates closely with the city plan. The city also works closely with the emergency planners in Arapahoe, Jefferson and Douglas Counties as well as with Englewood, Sheridan, Cherry Hills Village, Bow Mar, Columbine Valley, Greenwood Village, Centennial and Highlands Ranch. We also work with the Amateur Radio Emergency Service, The Red Cross, The Salvation Army, the Colorado Search and Rescue Board and the Arapahoe Rescue Patrol.

All city departments have their disaster assignments. In support of the emergency departments other city departments assist in such areas as registering volunteers, clearing roads, getting supplies, keeping accurate records of incidents, determining the extent of damage and getting help from other areas or the state and federal governments.

The city is also fortunate to have its own riot control and hostage team (SWAT), hazardous materials (HAZMAT) team, water rescue team, wildland



fire team and search and rescue team. The city also has mutual aid agreements with surrounding law enforcement and fire services.

Emergency Planning Department

The Emergency Planning Department—(formerly the Civil Defense Agency)—has been part of city government for over 50 years. It provides long range planning, research into new policies and procedures, develops training

and testing programs and provides support to the city during emergency operations.

The city has instant access to emergency information from several national, metro and local warning systems about severe storm warnings, or other emergencies, and this information is disseminated to those who could be affected.

Notifying You

If you have an emergency, you should know how to get help. But, how does the city provide you with information about a major or area disaster?

Years ago sirens were used to alert the community, but sirens don't tell anything. In areas where there are a large number of tornadoes they are very effective. Upon hearing them, citizens take shelter. Here we do have tornadoes but we also have other types of emergencies so other warning systems had to be developed.

If an emergency is in a small area citizens are contacted door-to-door and given instructions. If time permits, a handout is printed and distributed. In a larger area, or in a fast-breaking emergency, each city vehicle with a public address system is assigned an area and makes the emergency announcements. This is also accompanied by door-to-door contact and has worked well in the past, such as evacuating an area when there was a chemical spill.

And in this modern age of communications, emergency information is sent out by radio and television. The city has a direct telephone line with all major news media in the Denver Metro Area. In Colorado, the main emergency information stations are KOA (850 on your dial) and KUSA—Channel 9. The alternate is KLZ (560 on your dial). If you suspect there is a problem listen

to these stations and you will receive instructions on what to do. For some local emergencies Channel 8 or www.littletongov.org may also be used. Don't call the city unless you have an emergency. Otherwise phone lines could be jammed. And remember pager and cell phone use may be limited during an emergency because of the number of calls being placed.

ARE YOU PREPARED?

Now you know about the city plan. The city is ready. Are you? If you are, you can be a part of the solution instead of being part of the problem. What can you do?

First, and most important, you must think emergency so you will be able to “shift gears” when the emergency happens and function under stress.

How do you do this? Reading the material in this handbook will help, but that is not enough. You must identify needs you have for you and your family (such as the family relocation plan mentioned later). Next, go to work to meet these needs (develop your plan). You also need to obtain the emergency equipment mentioned later in this handbook and be sure you know how to use it.

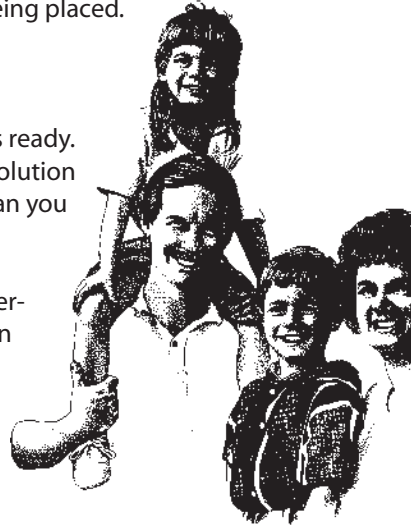
Then, if you wish to take the next steps to really protect your family, enroll in the American Red Cross courses for emergency care; take the American Heart Association CPR course (to save heart attack victims) and, as will be mentioned later, you can do much more. It's up to you. Study the following specific instructions and react. You will be helping the city to help you!

Preplanning

The time to consider emergency action is before the emergency. Then, you will be better prepared. Let's study three areas of preplanning— at home, around town and out of town.

At Home

Utilities. Do you know where to turn off the water? Where is the switch box to turn off all electricity? Where do you turn off the gas? Do you have a wrench by the gas shut off? Is it the right wrench? It is also an excellent idea to have a representative of Xcel Energy come out and make an inspection of your home.



There is a charge, but it is well worth the cost.

Possessions. What if your home or car were destroyed by fire, tornado or other accident? Could you accurately report your possessions to your insurance company? One way is to list all items, but that takes a long time. A better way is to take photos of each room in your home - several views - develop these and store them in your safety deposit box or video tape all rooms of your home, your yard, garage, etc. and place a copy in your safety deposit box.

Evacuation Check Lists. If your home is on fire you have to leave at once. You can't take a chance on going back in because life is more important than any property.

What if you do have to leave home suddenly? (Bad storm coming, power failure, chemical spill in your area, etc.) What do you take? (You'll have to decide beforehand, but you should think about it and also have evacuation items together or at least clearly marked.) One woman panicked while evacuating and ran out of her house with only a wastebasket! This list shows the items you would take with you if you have to evacuate, but have time. You'll need to preplan. Think about it, make that list, then practice. Try loading everything on your list in your car or cars to see if it will fit along with your family. The first time it probably won't, so revise the list and try again. Tailor the list to your family, but here are some suggestions:

Important papers	Jewelry
Clothing for the weather	Keepsakes
Emergency food	Portable stove
Camping equipment	Sleeping bags
Portable radio	Valuables
Children's games	A supply of water
Special medications	Toilet articles
Flashlights and batteries	Tools and repair supplies
First aid kit	Reading materials

Emergency Numbers. They are on page three of this handbook. Are they by each telephone in your home and on all of your cellular phones? Note: The city provides free magnets and stickers containing emergency numbers.

Home Survey. Study your home to see if you can identify hazards that can be corrected. Are poisons out of reach of children? Study the area around your home. Are there hazards such as canals, high-tension wires, and pits that can cave in? Are there exposed electric wires in your home, attic, and garage? Are any paints or flammable materials stored inside? Are furnace vents blocked? Are extension cords under rugs or hanging on metal shelves or hooks? Are

be reunited more quickly and without tying up critical phone lines. However, calls may be needed. Thus, family members should always have money with them so they can make a call from a pay phone.

Fire Safety. Ask the fire department to make a safety inspection of your home or pick up an inspection form from Littleton Fire Rescue at 2255 West Berry Avenue and do the inspection yourself. Do you have smoke and carbon monoxide detectors throughout your home? Remember, only after you've notified the fire department should you attempt to put out small fires. The main reason for extinguishers in homes is to clear fire-blocked exits so people can get out. Are home doors closed at night so fire will not spread from room to room as rapidly?



Pets. Family pets are very important, too. You need to pre-plan for their welfare as well as your own. Be prepared to evacuate them. Do you have a carrier for each pet? In a major emergency a collar and leash are not the best way to evacuate an animal. Do your pets all have identification so they can be returned to you in the event they get separated from your family during an evacuation or emergency? Animal control can more quickly return your pets if they are tagged. Can you quickly assemble a "pet kit"? This includes the items your pet will need if you go to an emergency shelter—or even to the home of a friend or relative. Be sure the kit

includes (as appropriate): food, water, bowls, litter, medications, a leash and a muzzle. Include other personal items such as favorite toys, blankets, etc.

Around Town

You are not always at home. Your family may be at several different locations around town. Do you know where they are? An activity sheet is a great help in an emergency. (With the daily schedule of each family member.) Most important, every member of the family should have identification on them at all times. It should include name, address, where to contact a friend or relative, telephone numbers and other pertinent information (medical, etc.). Many times someone is injured around town and authorities have no way of knowing who they are or whom to contact. This is especially difficult with small children, and it is even more important that they have identification. A bracelet or necklace eliminates the need for a wallet. Identifying patches can be sewn into the clothing of small children.

Out of Town

You are in the mountains on a trip and suddenly the car fails, or you are caught in a major storm. Here, proper planning is critical. One of the best steps is to make sure your car is in good running condition before each trip. Emergencies can happen, but having an Auto Survival Kit in each of your cars might make the difference between life and death. Some items are listed below and you will want to add others:



Personal Comfort and Life Support

Energy foods—dextrose, etc.	Small cans of fruit
Winter—extra clothing	Flashlight and fresh batteries
First aid kit	Plastic garbage bags
Dried foods	Water - several gallons
Blankets or sleeping bags	Matches and candles
Light nylon rope	Tarp for emergency shelter
Signaling devices (mirror etc.)	Sunglasses

Car Maintenance and Equipment

Extra oil	Tire chains that fit
Flares	Shovel
Saw and/or axe	Water bucket
Roll of soft iron wire	Battery jumper cables
Spare tire and changing tools	Heavy rope or tow cable
Tool kit	Roll of electrical tape
De-icer and window scraper	

NOTE: The oil might be for the car, but it is also helpful if stranded. Build a fire, get it going well and pour on the oil to make a very black smoke as a signaling device.

REACTING TO AN EMERGENCY

At Home and In Town

Now, you have done your preplanning and it's time to think about the actions

you will take during an emergency. We hope you will never need this information, but emergencies happen, so study these suggested actions carefully.

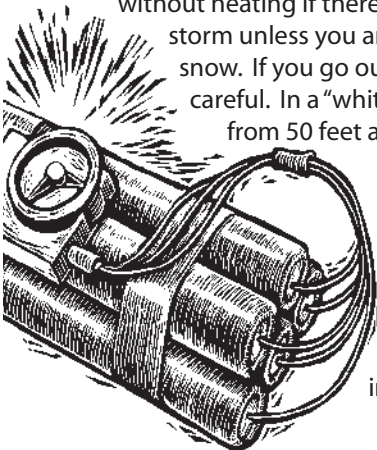
Accident. You can be the most effective by keeping calm. Hard to do, but try. Call 9-1-1 and give them all of the information they request. If someone else is available to make the call, have them do it while you help the victim. Use your first aid training to assist the victim, but the standard rule is: "When in doubt, don't!" Stop bleeding by pressing directly on the wound.

Help is only minutes away, do not move an accident victim if there is any suggestion of head, back or neck injuries. (Fall, auto accident, or if you don't know what happened.) Do only the procedures you have been trained to do. Keep others away from the victim, but let them help by bringing the first aid kit, blankets, water, etc. Have someone lead paramedics to the scene. Have others keep people back if there is a crowd. If a person is trapped do not try to free them, you may only make the injuries worse.

If drugs or poisons are involved (child swallowing pills), try to find out what kind and tell the 9-1-1 dispatcher. Save any bottles, pill containers, etc. and give these to the paramedics. If there is time and someone is available, have them call poison control and ask for instructions. Don't make the patient vomit before the paramedics arrive unless you are told to do so.

Animal Bites. A special case. If you can do so safely, capture the animal or try to get someone to follow it to report where it is to the officers. Every animal bite patient should be seen by a doctor, even if it is a minor bite by a household pet. If it appears serious don't try to take the patient to the doctor or hospital. Call the paramedics.

Blizzard. If you suspect a major storm is on the way, try to get the family home. Listen to the radio and television for weather updates. Check battery powered equipment (radio, flashlight). Stock extra food that can be used without heating if there is a power failure. Stay indoors during the storm unless you are in good shape. Don't overexert by shoveling snow. If you go outside in a major storm dress well and be very careful. In a "white out" you may not be able to see your home from 50 feet away.

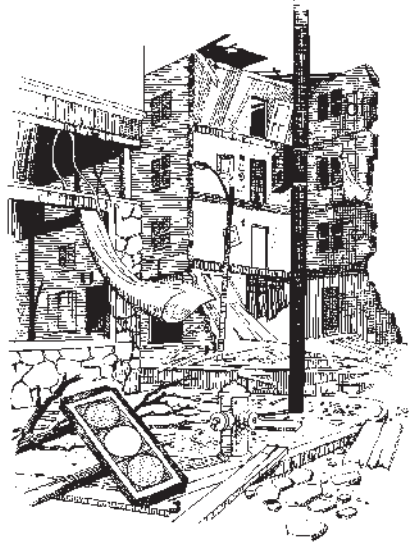


Bomb. If you find something that looks like it might be a bomb—wires, clock, paper wrapped sticks, something unknown to you do not touch it. Turn off microwave ovens and any radio transmitters you have and get everyone out of the area. Call 9-1-1 and let the responding authorities determine what it is.

Bomb Threat. If you receive such a threat try to keep the person talking as long as possible. Listen to accent, sound of voice and for any background noises. If you can, call 9-1-1 on another phone. After receiving such a threat call first and then look around. Do not touch anything. Do not open or shut any doors. You know your home or immediate office area. If there is anything unusual you will recognize it. Evacuate and wait outside until emergency personnel arrive. Give them all of the information you have and they will handle the situation from there.

Cave-In. If a person is trapped by a cave-in call 9-1-1 for help at once. Do not try to dig for the person with tools—use your hands. Try to clear the area around the head and chest first and start rescue breathing, if needed. Do not try to dig the person completely out. There may be injuries you will aggravate. Be sure to have someone watch for the danger of other cave-ins while you are trying to get to the victim.

Collapsed Building. Call 9-1-1. Get all uninjured persons out of the area. Turn off all utilities if they can be safely reached. Do not try to rescue trapped persons. Firefighters are professionally trained to do this and you may only make injuries worse or become trapped yourself. Merely touching a loose board might cause more collapse. Try to identify where persons are trapped. If possible, make a sketch map of their location to give to rescue personnel when they arrive.



Decontamination. Chemicals are sometimes spilled around the home. Removing them is called decontamination. Be careful. Read the labels on chemical containers before using them. If in doubt, call the fire department to clean up spills. Flushing with large amounts of water is the best way to remove the chemical if you know it does not react with water. For example, if a hazardous garden chemical is spilled on a driveway or on a lawn, flush it with water for at least 30 minutes. If more than a pint of a hazardous chemical is spilled advise the fire department so they can alert waste water disposal personnel that the material is being flushed down drains or storm sewers. If you find what looks like a hazardous chemical (old bottle in the basement, etc.) do not remove it. Call the fire department and they will send their hazardous materials team to evaluate proper disposal.

Earthquake. Keep calm. Don't run or panic. If indoors, stay there! Get against an inside wall, stand in a doorway, or lie under a desk, table or bed. Stay

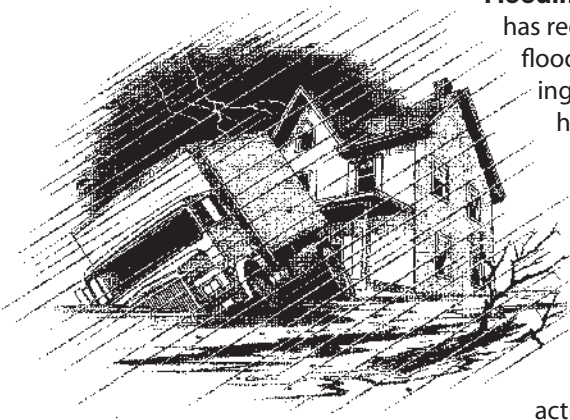
away from windows and skylights. If outdoors, get away from buildings. Head for clear areas and stay away from walls, poles and downed wires. After the shock, turn off utilities if you suspect damage. If you smell gas, leave at once. Remember, there will be aftershocks. If you are inside get outside after the first main shock.

Electric Short. Suddenly there is a short in some piece of equipment in your home and you can hear the crackling or there is a small fire. Do not attempt to unplug the appliance. Turn off the main switch for the entire house. Call the fire department. Then, and only then, use an extinguisher on the fire—if it is a small fire.

Fire. When there is a fire in your home or you smell smoke, get out. Remember, extinguishers are to put out very small fires (pan on the stove) and to clear an escape route for you. Don't try to fight a fire. Heat and smoke rise. If you go to the floor and crawl to an exit you have a better chance of getting out. If in a basement, go out through a window. Check doors before opening them. If they are hot to the touch, or smoke is seeping around them, do not open them—go out a window.

As you go out, close as many doors and windows as possible. This will help to contain the fire. (Don't be a dead hero. If you are out and one of your family is still trapped inside do not go back in. This is difficult to accept, but if you try to go after them you may not come out.) The fire department is only moments away and they will have the proper equipment to go in safely. You can more successfully save the life of a trapped person by advising the fire department that someone is trapped and just where the trapped person is.

Flooding. Although Chatfield Dam has reduced the chance of a major flood, there still can be local flooding in some areas because of heavy rain. Whenever there is heavy rain the city puts mobile units on flood watch. If they suspect flooding in any area they will advise the residents. If there is heavy rain listen to radio or TV for information on danger areas and actual flooding areas.



If you live in a low area, secure all outside objects, move valuables to upper floors and remember your evacuation plan. If you are told to evacuate, trust

the authorities. They have special training in flood problems and will not issue an evacuation order unless they believe it is necessary. Load your car and leave immediately. The authorities will tell you where the relocation centers have been set up if you have nowhere else to go.

Gas Leak. If you smell gas in your home immediately turn off the gas and electricity. Then, get out and call the fire department from some other location. If the odor of gas is strong, don't try to turn off the gas and electricity. Get out and call for help.

High Winds. If winds begin blowing hard, check all outside items and secure them. If your home is damaged, turn off the utilities and call the fire department. Stay inside and away from windows or skylights. If electric wires are down do not go near them or anything they are touching.

Lightning. During an electrical storm get inside and stay away from electrical objects. Turn off radio and TV and use your battery operated radio. The safest areas are in the center of a room. Do not use the telephone or any electrical appliance. If your home is struck by lightning, call the fire department immediately, and advise them of the nature of the damage as well as if there are any injuries. If the storm is particularly bad, the safest place for all members of your family is in the car. However, you will have to decide whether to take the chance of getting out to it.

Lost Person. In the case of a lost person, it may be a small child, or an elderly person, or someone who has gone walking and not returned. In any event, finding the missing person can be seriously complicated by the behavior of relatives. If a child is missing from home, the parents often search for hours, get neighbors in on the search and then call the police. By that time, the person can be miles from home.

If a person is lost, family members should first very carefully check the house and immediate vicinity. (Children have been found under beds and on shelves!) Then, call friends or relatives who might have the child. If there is no luck, call the police at once. There is a highly trained search team in the city and they would much rather be called immediately, and then go home when the person is found, than be delayed several hours and have a major search on their hands.

While waiting for the officer, write out a description of the missing person; locate recent photographs and stay home. A relative should be at the house at all times to answer calls and to report if the missing person returns home.

Nuclear Incidents. No reference has been made in this handbook concerning what to do in the event of a nuclear accident or war conditions. This

is not because the city has not considered this possibility. It is because we believe that if citizens and local government have a good working disaster plan designed to handle major emergencies these same plans will work effectively for a nuclear incident. For example: properly stocking your home with the noted emergency food and supplies that would be needed for a major blizzard will serve if you are using your home as a fallout shelter. You would merely need to convert your basement or a central part of your home to a shelter area and receive instructions on your battery radio.

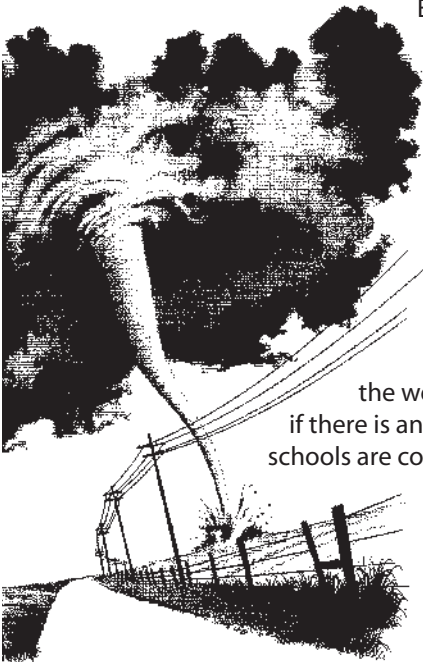
Almost all of the nuclear material that is transported through our area is low radiation very carefully packaged against spill or accident damage. The city has no designated routes for the transport of high level radioactive materials.

Pollution Alert. This information is sent out on radio and TV. During an area pollution alert stay indoors as much as you can and keep your windows closed. Cut down on physical activity, avoid smoke-filled rooms. Do not drive unless it is urgent. If you must go somewhere walk, ride a bicycle or use public transportation. Fill gas tanks late in the evening. Don't use lawn mowers or gas operated trimmers, etc. If members of your family are sensitive to high levels of pollution be sure the proper medications are on hand.

Power Failure. If there is a power failure at your home, determine if it is just your house. Look for lights in other homes or check with a neighbor. If it just your home, call Xcel Energy. If it is over a wide area and Xcel

Energy phones are busy don't bother to call. They will be aware of the situation and will restore power as soon as possible. Food will keep in your refrigerator and freezer for at least two days if you do not open the doors. Do not call police or fire departments unless you have an emergency. The dispatchers will be quite busy.

Tornado. The city is not in a tornado belt, but tornadoes do touch down here at times. Officials are in direct contact with the weather service and send out watch teams if there is any possibility of a tornado. If there is, schools are contacted immediately. However, if tornado conditions exist, the evacuation of homes or schools is the worst thing to do, because shelter is the best protection. If you are warned of tornadoes in the area, or see one, move immediately to a basement, interior wall or lower floor. Stay away from win-

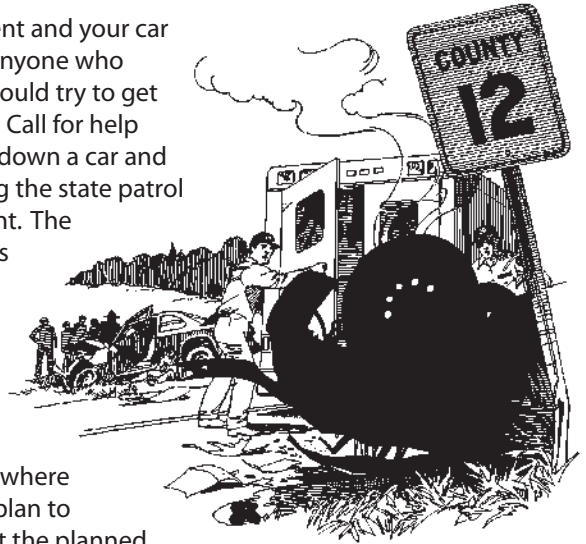


dows. Be sure you have your battery powered radio, first aid supplies and other emergency items. If you see a tornado call 9-1-1 and advise them of where it is in relation to your home.

Out of Town

It could be a trip, or a vacation in the mountains, but wherever it is there are some special emergency considerations for you when you and/or your family are on a trip. And be sure you have your survival equipment in the car—even for a day's picnic on the Rampart Range. You can never tell when an emergency will happen.

Accident. You have an accident and your car is off the road. Do not move anyone who is injured. The least injured should try to get a flare and get up to the road. Call for help if you have a cell phone. Flag down a car and ask them to get help by calling the state patrol or the nearest law enforcement. The flare helps. Many cars will pass by a person who is waving for fear of getting in trouble, but they will often stop for the flare. Send several people for help and remain to direct the help to the accident. Be sure someone in town knows where you are going and when you plan to return so if you are not back at the planned time they can notify authorities of a possible problem. (This is particularly important if you will be driving on back or mountainous roads.)



Car in Water. You may have an accident where your car goes in the water. Roll the windows up quickly. Air in the car will buoy it up and you stand a better chance. When ready to get out lower the windows and try to get out on the upstream side, if in a river. Stay with the car. You stand a much better chance of being rescued. If you can wade ashore, fine, but if stranded in the middle of a swift river your best bet is with, or on, your car.

Flash Flooding. In canyons flash floods can occur without warning. It may not even be raining where you are. The rain may have been far up the canyon and is roaring down on you. If the water starts to rise, don't wait! Stop the car instantly, get out and go uphill as rapidly as possible. Leave everything. Your life is more important. Never try to outrun a flood in your car or on foot.

Injured Person. To begin with, never hike into the back country with less than four people. You are inviting disaster. If one of your party is injured, another should stay with the injured person while the other two go for help. Don't try to evacuate the person yourself if the injuries are serious. (Any back, head or neck injury is serious.) The persons going for help should carefully mark their route so they can lead rescuers back in. The persons going for help should contact the local sheriff or state patrol and they will contact the nearest rescue team for you. Remain at a contact point (store, home, phone booth, etc.) where rescuers can meet you. They are professionals and can evacuate the injured person without complicating the injuries. The volunteer search and rescue teams in Colorado do not charge for their services.

Lightning. If you are in your car, stay there. You are insulated by the tires and by the fact that lightning will travel over the outside of your car, not into it. If you are out in the open, get to low ground, stay away from tall trees or crouch down in the open until the lightning storm passes by. Do not lie flat on the ground. The rain may soak you, but you will be safe.

Lost. The procedures are, basically, the same as in town. If you determine a person is lost do not do elaborate searching. Get out and contact the local sheriff. Arrange a meeting place for you and the search team and lead them to the last place the missing person was seen. Do not go searching. You will be needed in their base camp to give information about the missing person. The searchers are professionals. They would much rather be called at once and arrive to discover the missing person has been found than to be called out after several hours and have a massive area to search.

Think about it. If a child is lost in the mountains and is afraid, the child can go as much as two miles an hour. If searchers arrive in an hour they have an area of about twelve square miles to search. This seems like a lot, but they are trained to do this and their "find rate" in Colorado is over 99 percent. However, if you wait five hours before calling them, they will have over 300 square miles to search when they first arrive and this makes their work more difficult.

You are lost! You can make the work of the searchers much easier if you stop! The moment you are sure you are lost, stop, build a shelter, make a fire and wait. They will find you, but if you keep moving, you may be moving away from them and their work is much harder. Be sure you have told someone where you are going and when you'll return. In your family, train your children as early as possible that if they think they are lost in town, they should go to the nearest business and say so. In the field, they should stop and wait.

Shelter. You are in trouble. The car will not start and you are going to need help. Stay with your car. You may only get lost going for help unless you are on a well-traveled road or know the country. Use your emergency supplies. In

“normal” weather set up camp by your car. However, in extreme weather, you may need to do some unusual things to survive.

Heat. If it is very hot or you are in desert country do not stay in the car, it will be an oven. Get out. Stay in the shade of the car. In mid-day get under it. Wear clothing to keep from losing excess fluid by evaporation. Drink water, as you must have water.

Cold. It’s bitter winter and you are stuck in a snowdrift or the car won’t start. Be careful. Use your emergency kit and clothing. If there is snow, dig into it and build a snow cave with your shovel. It may be 40 degrees below zero outside and in your car, but deep in the snow the temperature is 32 degrees above zero and you will survive. If you plan to do a lot of field work be sure to take a course in survival education - available through most mountaineering stores.

Tornado. In tornado belts, where they are large and move slowly, you can sometimes detect the direction of travel and drive at right angles to it. However, smaller ones move around and you often cannot predict their path. If you see one approaching stop your car and take shelter in a culvert under the road, low lying ground or a solid structure. Don’t stay with your car.

RECOVERY

What happens after a disaster? Recovery. This may involve rebuilding a home or an entire city. Regardless, the recovery stage begins while the disaster is still going on. At your home it might involve the fire department covering your broken windows with plastic, or the emergency workers finding you a place to stay for the night.

Local, state and federal governments have outstanding recovery programs that include everything from small business loans to placement in new jobs for those whose business has been destroyed. They are all available to city residents and coordinated by city officials.



In the non-governmental area there is also the outstanding help available from such organizations as the American Red Cross, the Salvation Army, Inter-Faith Community Services and the many church organizations.

During, and after a disaster, the city departments have access to all of these resources to help with the recovery activities.

Now, Help Us!

This is the Littleton story, what the city is doing and how it is prepared for disasters as well as information on what you can do to protect yourself and your family. We hope you have studied it carefully and will read and reread it. Keep it easily accessible as a ready reference.

If you want more information, the city will provide programs on disaster planning and management for a church group, club or other organization. There are several programs on how to manage a disaster as well as special programs on mountain safety, winter survival, etc.

And, you can help us. Though the plan is in effect and has been tested and used regularly, there is always the need for more involvement from community groups that are willing to take on special disaster related activities. These range from providing car pools to emergency feeding, emergency housing, communications, evacuation and many others.

If you would like to make a commitment to support the city disaster program, contact your church group, civic group, scout troop and see if they would like to become involved—either in one of the information programs, or in taking the training to serve as a support group during a major disaster.

Contact the Littleton Emergency Planning Department and a representative will come to one of your meetings to talk about the responsibilities and training that are involved.

But, regardless of that, your first responsibility is to you and your family. The information is here. Now the responsibility is yours to use this information.

TO SAVE A LIFE!

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