

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

Estimated Completion Time

This presentation can be customized to fit your needs and time allowance. Ideally 30 minutes.

- 20 minutes of presentation and 10 minutes of questions
- 15 minutes of presentation and 15 minutes of questions

OBJECTIVES

At the conclusion of this presentation the audience will be able to:

- Identify utility hazards in their home
- Shut off utilities in their home when necessary

The topics that will be discussed in this unit are:

- Natural gas utilities
- Electrical utilities
- Propane

Setting the Stage

Many disasters can cause damage to utilities in your home. Damage to home utilities can increase the impact of a disaster. They can create house fires after a major earthquake, or fill your home with toxic gases. Ensuring that every responsible person in your home knows where the utility shut-offs are, and when they should shut them off can save lives and property.

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Slide 1

Insert your Agency logo on the first slide

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Learn Utility Safety

Natural Gas

- Natural gas leaks and explosions are responsible for a significant number of fires following any major earthquake.
- Know the signs of a gas leak, don't shut off the gas if there isn't a leak.
- Attach a wrench to the meter or to the wall directly behind the meter.
- Make sure all responsible household members know when and how to shut off gas at the meter.

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Slide 2

Natural gas leaks and explosions are responsible for a significant number of fires following any major earthquake. Here are some steps to shut off the natural gas:

1. Locate the shut-off valve (make sure this valve will turn. To shut off the gas, turn the valve 90 degrees or 1/4 turn, so that it crosses the pipe).
2. If your valve is rusted open, do NOT put WD-40™ lubricant on it. It may corrode the O-rings that allow the valve to turn.
3. Attach a wrench to the meter or to the wall directly behind the meter.
4. Choose a crescent wrench that is at least 12-inches long.
5. Adjust it to fit your valve before hanging it behind the meter in case it rusts.

Shut off the gas immediately only if you:

- Smell the odor of gas (rotten eggs).
- Hear a hissing sound.
- The meter dials spin more rapidly than normal.

Do not use matches, lighters, open flame appliances or operate any electrical switches until you are sure no gas leaks exist. Sparks from electrical switches could ignite the gas. If you smell natural gas, immediately get everyone out of and away from the house. Open the windows and doors to provide ventilation. Shut off the gas at the meter.

Learn Utility Safety

Electricity

- Check the cords, plugs, and connectors.
- Locate your electricity circuit box.
- Teach all responsible household members how to shut off the electricity to the entire house.

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Slide 3

Electrical sparks have the potential of igniting natural gas if it is leaking. Preparing to shut off electricity:

- Locate your electricity circuit box
- Teach all responsible household members how to shut off the electricity to the entire house. Check the cords of appliances in your home as well as the plugs and connectors. Make sure they are not

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	<p>frayed, cracked or damaged or placed under rugs or carpets, resting on furniture, or located in high traffic areas.</p> <ul style="list-style-type: none"> • Do not nail or staple cords to walls, floor, or any other objects • Inspect all outdoor connections, appliances and tools for frayed cords, broken plugs and cracked or broken housings.
	<p>Slide 4</p> <p>Have your home's propane tank properly installed by a qualified professional and serviced on a regular basis. Propane tanks are extremely flammable. Never use propane grills as an emergency heating source. Make sure to follow manufacturer's recommendations for portable propane heaters.</p>
	<p>Slide 5</p> <p>Talk about your local resources as well as resources that are available on the internet.</p>