



## **Paniolo Hale Condominiums Safety Guidelines**

*This document is available to Paniolo Hale Condominium owners and guests to provide important safety information associated with their occupancy.*

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## **Disaster Plan**

### **Complete this checklist**

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Determine the best escape routes from your home. Find two ways out of each room.
- If escape is from 2nd or 3rd floor, insure proper equipment is available (i.e.. ladder).
- Know how to turn off the electricity at the main switches.
- Check if you have adequate insurance coverage.
- Review how to use the fire extinguisher, and know where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt and eliminate hazards that are discovered.
- Stock emergency supplies and assemble a disaster supplies kit.
- Take a Red Cross first aid and CPR class or use available internet based video training.

### **Practice your plan**

- Test your smoke detectors monthly, and change the batteries at least once a year.
- Conduct fire and emergency evacuation drills.
- Replace stored water and stored food every six months.
- Insure that fire extinguishers are maintained according to manufacturer's instructions.

## **Communication Tips**

Identify an **emergency contact** such as a friend or relative who lives out-of-state for household members to notify they are safe. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.

Be sure every member of your family knows the phone number and has a cell phone, coins or a prepaid phone card to call the emergency contact. If you have a cell phone, program that person(s) as "ICE" (In Case of Emergency) in your phone. If you are in an accident, emergency personnel will often check your ICE listings in order to get a hold of someone you know. Make sure to tell your family and friends that you've listed them as emergency contacts.

Teach family members how to use text messaging (also known as SMS or Short Message Service). Text messages can often get around network disruptions when a phone call might not be able to get through.

**NOAA Weather Radio All Hazards (NWR)** is a nationwide network of radio stations broadcasting continuous weather information from the nearest National Weather Service Office. NWR broadcasts official warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

Working with the Federal Communication Commission's Emergency Alert System, ***NWR is an all hazards radio network***, making it your single source for comprehensive weather and emergency information.

NOAA Weather Radio All Hazards transmitters broadcast on one of seven VHF frequencies from 162.400 MHz to 162.550 MHz. The broadcasts cannot be heard on a simple AM/FM radio receiver. There are many receiver options, however, ranging from handheld portable units which just pick up Weather Radio broadcasts, to desktop and console models which receive Weather Radio as well as other broadcasts. These radios are available at many internet based retail stores, prices ranging from under \$20 to over \$50.

## **Family Supplies List**

### **Emergency Supplies:**

Water, food, and clean air are important things to have if an emergency happens. Each family or individual's kit should be customized to meet specific needs, such as **MEDICATIONS**. It should also be customized to include **important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container**

### **Recommended Supplies to Include in a Basic Kit:**

- Water, one gallon of water per person per day, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered radio and a NOAA Weather Radio with tone alert, and extra batteries for both
- Flashlight and extra batteries
- First Aid kit
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Can opener for food (if kit contains canned food)

### **Clothing and Bedding:**

One complete change of clothing and shoes per person, including:

- A jacket or coat
- Long pants
- A long sleeve shirt
- Sturdy shoes
- A hat
- A sleeping bag or warm blanket for each person

### **Other Helpful Supplies**

- Emergency reference materials such as a first aid book.
- Rain gear
- Mess kits, paper cups, plates and plastic utensils
- Cash
- Paper towels
- Fire Extinguisher
- Tent
- Compass
- Matches in a waterproof container\*
- Paper, pencil
- Personal hygiene items including feminine supplies
- Disinfectant\*

## **Medical Emergency Plan**

**If a medical emergency is reported, dial 9-1-1 and request assistance. Provide the following information:**

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

**Alert available persons to respond to the victim's location and bring the first aid kit, oxygen kit and AED.**

*Location of (AED) - On wall, to right of office lanai entry door.*

*Location of Oxygen Kit - Vicinity of (AED) (On Order)*

*Location of First Aid Kit - Vicinity of (AED) (On Order)*

### **Procedures:**

- Trained or knowledgeable responders should provide first aid and CPR assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Use gloves to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the entrance or emergency access point; direct them to victim(s).

## **Cardiac Event**

**Someone having a heart attack may experience any or all of the following:**

- Uncomfortable pressure, fullness or squeezing pain in the center of the chest
- Prolonged pain in the upper abdomen
- Discomfort or pain spreading beyond the chest to the shoulders, neck, jaw, teeth, or one or both arms
- Shortness of breath
- Lightheadedness, dizziness, fainting
- Sweating
- Nausea

A heart attack generally causes chest pain for more than 15 minutes, but it can also have no symptoms at all. Many people who experience a heart attack have warning signs hours, days or weeks in advance.

**If you or someone else may be having a heart attack**

- **Call 911 or your local emergency medical assistance number.** Don't tough out the symptoms of a heart attack for more than five minutes. If you don't have access to emergency medical services, have a neighbor or a friend drive you to the nearest hospital. Drive yourself only as a last resort, if there are absolutely no other options, and realize that it places you and others at risk when you drive under these circumstances.
- **Chew and swallow an aspirin**, unless you're allergic to aspirin or have been told by your doctor never to take aspirin. But seek emergency help first, such as calling 911.
- **Take nitroglycerin, if prescribed.** If you think you're having a heart attack and your doctor has previously prescribed nitroglycerin for you, take it as directed. Do not take anyone else's nitroglycerin, because that could put you in more danger.
- **Begin CPR if the person is unconscious.** If you're with a person who might be having a heart attack and he or she is **unconscious**, tell the 911 dispatcher or another emergency medical specialist. You may be advised to begin cardiopulmonary resuscitation (CPR). If you haven't received CPR training, doctors recommend skipping mouth-to-mouth rescue breathing and performing only chest compressions (about 100 per minute). The dispatcher can instruct you in the proper procedures until help arrives.
- After CPR has begun, and as soon as the **AED** is available, attach leads to the patient and follow the verbal instructions issued by the device.
- If an **emergency oxygen** supply is available use the **resuscitation mask** to deliver 6 to 15 liters of oxygen per minute, while CPR and AED treatment are underway.
- Continue resuscitation efforts until relieved by first responder personnel.

## **Drowning Response**

- 1. Call 911 immediately**
- 2. Move the Person to level secure area**
- 3. Check for breathing by listening near the person's mouth and nose, while looking for movement of the person's chest.**
- 4. If the Person is Not Breathing, Check Pulse for 10 to 15 seconds**
- 5. If There is No Pulse, Start CPR and administer oxygen at 6 to 15 liters per minute with the resuscitation mask.**

To perform CPR carefully place person on back:

- For an adult or child, place the heel of one hand on the center of the chest at the nipple line. You can also push with one hand on top of the other. For an infant, place two fingers on the breastbone.
- For an adult or child, press down about 2 inches. Make sure not to press on ribs. For an infant, press down about 1 and 1/2 inches. Make sure not to press on the end of the breastbone.
- Do 30 chest compressions, at the rate of 100 per minute or more. Let the chest rise completely between pushes.
- Check to see if the person has started breathing.
- Continue until relieved by first responder personnel.

*Note that these instructions are not meant to replace CPR training. Classes are available through the American Red Cross, local hospitals, and other organizations and video instructions are available through several links on the Paniolo Hale website.*

## **Personal Injuries**

Basic first aid refers to the initial process of assessing and addressing the needs of someone who has been injured or is in physiological distress due to choking, a heart attack, allergic reactions, drugs or other medical emergencies. Basic first aid allows you to quickly determine a person's physical condition and the correct course of treatment. You should always seek professional medical help as soon as you are able, but following correct first aid procedures can be the difference between life and death.

**Call authorities or emergency services immediately** if you believe someone to be seriously injured. If you are the only person on the scene, try to establish breathing in the patient before calling for help. Do not leave the victim alone for an extensive amount of time.

Caring for someone who has just gone through serious trauma includes both physical treatment and emotional support. Remember to stay calm and try to be reassuring; let the person know that help is on its way and that everything will be alright.

**Make sure the person is warm as you wait for medical help.** Drape a towel or a blanket over the person if you have one; if you don't remove some of your own clothing (such as your coat or jacket) and use it as a cover until medical help arrives.

- Do not feed or hydrate an injured person. This could cause future complications.
- Do not leave the person alone. Unless you absolutely need to signal or call for help.
- Do not prop up an unconscious person's head with a pillow.

After you have established that the victim is breathing and has a pulse, your next priority should be to control any bleeding. Control of bleeding is one of the most important things you can do to save a trauma victim. Use direct pressure on a wound before trying any other method of managing bleeding.

Shock, often caused a loss of blood flow to the body, frequently follows physical and occasionally psychological trauma. A person in shock will frequently have cool, clammy skin, be agitated or have an altered mental status, and have pale color to the skin around the face and lips. Untreated, shock can be fatal. Anyone who has suffered a severe injury or life-threatening situation is at risk for shock.

One of the ways to help a choking victim is the Heimlich maneuver. The Heimlich maneuver is performed by straddling the victim from behind and bear-hugging them with your hands interlocked above their belly-button but beneath their breastbone. Thrust upward to expel air from the lungs and repeat until you are successful in clearing the object from the windpipe.

## **Home Fire Safety**

*More than 3,400 Americans die each year in fires and approximately 17,500 are injured. An overwhelming number of fires occur in the home. There are time-tested ways to prevent and survive a fire. **It's not a question of luck. It's a matter of planning ahead.***

### **Every Home Should Have at Least One Working Smoke Alarm**

Buy a smoke alarm at any hardware or discount store. It's inexpensive protection for you and your family. Install a smoke alarm on every level of your home. A working smoke alarm can **double** your chances of survival. Test it monthly, keep it free of dust and replace the battery at least once a year. Smoke alarms themselves should be replaced after ten years of service, or as recommended by the manufacturer.

### **Prevent Electrical Fires**

Never overload circuits or extension cords. Do not place cords and wires under rugs, over nails or in high traffic areas. Immediately shut off and unplug appliances that sputter, spark or emit an unusual smell. Have them professionally repaired or replaced.

### **Use Appliances Wisely**

When using appliances follow the manufacturer's safety precautions. Overheating, unusual smells, shorts and sparks are all warning signs that appliances need to be shut off, then replaced or repaired. **Unplug appliances when not in use.** Use safety caps to cover all unused outlets, especially if there are small children in the home.

### **Plan and Prepare for Your Escape**

Practice an escape plan from every room in the house, **especially second floor bedrooms.** If an escape from a second floor location is required, insure that the necessary equipment (ladder, rope etc.) is immediately available and it's location known. Caution everyone to stay low to the floor when escaping from fire and never to open doors that are hot. Select a location where everyone can meet after escaping the house. Get out then call for help and sound the alarm to alert local residents.

## **Residential Fire**

Residential fire is a constant and unexpected threat to the occupants of any dwelling and is especially threatening to multiple occupancy residences like those found at Paniolo Hale. A fire in one residence can, and frequently does, spread to other living space located in the same building. This is further exacerbated by the fact that many of Paniolo Hale's condos are not occupied for most of the year. A fire which starts in an unoccupied condo can go unnoticed for a considerable period of time, especially during the hours of darkness. Fires which occur in the presence of the occupant (i.e. kitchen fire) can hopefully be extinguished using the fire extinguisher found in each unit. Failing this, 911 and other condo occupants must be alerted. If sufficient manpower is available the fire can be attacked and nearby units protected using equipment available in the complex's fire boxes, pending the arrival of fire department resources. Unobserved dwelling fires, especially those which occur at night, pose the greatest threat to occupant safety and property protection. If fire is discovered in a condo unit the following procedures should be followed:

1. **Immediately call 911** by the quickest means. (Emergency response = 25 to 30 min)
2. Evacuate all occupants of the building.
3. Alert occupied units closest to the fire (go door to door).
4. As additional help becomes available alert all complex occupants of the threat.
5. When sufficient manpower is available fire suppression efforts can begin.

**Note:** *Condo occupants are responsible for their own safety and must rely on their **evacuation planning and preparation** to escape from the upper floors of a condo, when the normal route of escape has been blocked. This has been discussed in the preceding pages of this document and cannot be over emphasized.*

## **When Wildfire Threatens**

If you are warned that a wildfire is threatening your area, listen to your battery-operated radio for reports and evacuation information. Follow the instructions of local officials.

### **If advised to evacuate, do so immediately**

- Wear protective clothing - sturdy shoes, cotton or woolen clothing, long pants, a long-sleeved shirt, gloves, and a handkerchief to protect your face.
- Take your Disaster Supplies Kit.
- Lock your home.
- Choose a route away from fire hazards. Watch for changes in the speed and direction of fire and smoke.

### **If you're sure you have time, take steps to protect your home**

- Close windows, vents, doors, blinds, or noncombustible window coverings and heavy drapes. Remove lightweight curtains.
- Shut off electricity at breaker box.
- Move flammable furniture into the center of the home away from lanai.
- Turn on a light in each room to increase the visibility of your home in heavy smoke.

## **Emergency Supplies**

When wildfire threatens, you won't have time to shop or search for supplies. Assemble a Disaster Supplies Kit with items you may need if advised to evacuate. Store these supplies in sturdy, easy-to-carry containers such as backpacks or duffle bags. **(See Page 4 above)**

## **Create a Family Disaster Plan**

Wildfire and other types of disasters - hurricane, flood, tornado, earthquake, hazardous materials spill, winter storm - can strike quickly and without warning. **You can cope with disaster by preparing in advance.**

### **Plan how your family will stay in contact if separated by disaster**

- Pick two meeting places:
  1. a place a safe distance from your home in case of a home fire.
  2. a place outside your neighborhood in case you can't return home.
- Choose an out-of-state friend as a "check-in contact" for everyone to call.

## **Hurricane Guidelines**

### **Before the Storm**

- Be ready to put your plan and preparation into action.
- Pay attention to local weather reports on radio, television, or the internet.
- Have plenty of food and water but plan for loss of refrigeration
- Make sure all your tools, supplies, and first aid kit are available.
- Be prepared to be without electrical power for an extended time.
- Have a secure room available.

### **During the Storm**

- Stay in Secure Room.
- Stay away from windows.
- Do not use the land line phone, or candles.
- Monitor Weather and Civil Service Bulletins on either regular or NOAA radio.
- Have supplies on hand and readily available.
- Remain indoors if the eye moves over your area because the storm will resume shortly.

### **After the Storm**

- Make sure that all is definitely clear outside, and the storm has completely passed.
- Report downed power lines, and stay away from them.
- Use stored water and food until normal service is restored.
- Be patient. Things will take a while before they get back to normal.

## **Tsunami Guidelines**

### **Before and During a Tsunami**

- Know your local community's suggested evacuation routes to safe areas, where shelter can be provided while you await the "all clear".
- Be prepared to survive on your own for at least three days. To do this, you should prepare an **emergency kit**, which should include medications and important documents.
- Tune to a radio station that serves your area, or NOAA weather radio, and listen for instructions from emergency officials. Follow these instructions and wait for the "all clear" before returning to the coast.
- Stay away from the beach – do not go down to watch a tsunami come.
- Move inland to higher ground immediately and stay there.
- If there is a noticeable recession in the water away from the shoreline, this is considered “nature’s tsunami warning” and you should move away immediately.

### **After a Tsunami**

- Stay away from flooded and damaged areas until officials say it is safe to go back.
- Stay away from debris in the water – it could cause health and safety risks.
- Save yourself first, not your possessions.
- Help injured or trapped people – give first aid where appropriate.
- Do not move seriously injured persons unless they are in immediate danger of further injury.
- Help a neighbor who may require special assistance, like elderly people or small children or people with disabilities.
- Stay out of the building if water remains around it – tsunami waters, like flood waters, can cause buildings to sink and collapse.
- Check food supplies – any food that has come in contact with flood waters should be thrown out because it may be contaminated.