

Emergency and Natural Disaster Cheat Sheet

If there is an emergency, utilize the guidelines below and call the office at 303-923-3771 after all safety measures and/or 911 calls have been made. Keep a screenshot or list of your tasks and download the company's 1-page time sheet on our web site to document your time, in case your app or internet goes down. You may also call 211 for essential community services information.

Fires

Fires are common emergencies, which can be started via a number of reasons. Fires can be prevented by paying attention or supervising activities in the kitchen, keeping all fires watched and well maintained, throwing out oily rags in designated air-tight containers, and not using any appliances with damaged or exposed wiring.

- Small fires can be put out with a fire extinguisher or water.
- Grease fires should not be put out with water. Use an extinguisher or smother them with a lid or blanket.
- Electrical fires should only be put out with an extinguisher. Never use water.

In case of a major fire, adhere to all fire alarms. Keep your head low to avoid smoke inhalation. Exit the building as soon as possible and call 911. Avoid using elevators. Test door handles with the back of your hand to ensure that fire is not behind the door. If trapped, call 911 immediately. If ceiling is collapsing, curl up into a ball sideways with your right side towards the ceiling, shielding your head and body with your right arm. It is most important to protect your head with both hands.

Severe Thunderstorm

The National Weather Service will issue warnings when a thunderstorm is strong enough to fit this category. Remember the following:

- Close all windows & Stay indoors
- Minimize use of computers or phones plugged into phone lines, Ethernet cables, power outlets.
- Do not take showers. Minimize use of toilets or urinals that are hooked up to sewer lines.

Tornado

Tornado warnings are signaled by sirens. This is a call to turn on a television or radio to a local affiliate. If instructed to, head to the lowest, centermost part of the house and stay away from windows until all is

clear. TORNADOS can be seen via a funnel shaped cloud and give off a sound similar to a train or jet engine.

Gas Leak

Natural gas is odorless and colorless but a sulfurous smell is added to it for easy detection. If you smell gas in a consumer's home, evacuate immediately, call 911, then call the office so that the agency can notify Excel Energy 1-800-895-2999 immediately.

Mustard Gas

Ammonium Chloride (NH₄Cl) is a mustard gas that is often mistakenly mixed in the home. Never mix cleaners containing ammonia such as glass cleaner with chlorine bleach. If this occurs, evacuate the house and call 911.

Carbon Monoxide

Carbon Monoxide (CO) is a colorless, odorless gas emitted in large quantities from old furnaces and water heaters. It is heavy and travels across the floor or a few feet above the ground.

- Never store anything on a furnace or water heater, even if asked.
- If a CO alarm goes off or the consumer begins feeling dizzy, nauseas, or disoriented while laying down, evacuate the house and call 911 immediately.

Flood

When rain is heavy enough to potentially flood roadways and homes, pay close attention to radio and television broadcasts and heed evacuation instructions, even if you have to use your own vehicle.

Crime

If there is suspicious activity or you see a crime in progress, do not get involved. Find a safe place, call 911, and stay on the line providing as much assistance as you can