LEWISTON - NEZ PERCE COUNTY OFFICE OF

EMERGENCY MANAGEMENT

P.O. BOX 896 NEZ PERCE COUNTY COURTHOUSE LEWISTON, IDAHO 83501 (208) 799-3084

June 12, 2008

The duration of traditional disasters (fire, flood, tornado, etc.) is typically 3 days and is managed using local resources and assistance from unaffected areas. In contrast, an 'event of national significance,' such as severe pandemic flu, has the potential to be both long-lasting and may affect the entire country. Locally available resources will run out over time, and outside assistance may be unavailable. In this environment, maintaining civil order emerges as a challenge. Where a prolonged and dire emergency undermines essential services and puts lives in jeopardy, the right tools, resources, strategies and personnel must be deployed to address human needs and to shift the societal condition towards stability.

The "Neighborhood Emergency Teams" (NET) guidebook which follows is one tool for your consideration. We think of it as an essential fallback resource in the hierarchy of plans. Most jurisdictions have an "Emergency Operations Plan." Some jurisdictions have departmental contingency plans to continue operations when business is disrupted for an extended period. The NET guidebook is a backup to contingency plans.

As designed, the booklet is used after a disaster declaration, by paired teams (city/county employee and a volunteer) who visit residents in a pre-designated area to address basic needs. This is public safety directly at the individual, family and neighborhood level. The NET guidebook is an all-hazards document, for use as needed in an event of national significance.

The NET guidebook can also be used pre-disaster both to help families prepare and to build community resilience. This is an excellent opportunity for emergency management to partner with other agencies, such as public health, for pre-pandemic community outreach. Candidate volunteers may be from Community Emergency Response Teams (CERT) and Medical Reserve Corps (MRC).

This manual is free for non-commercial use (Creative Commons license attached). **We encourage you to reproduce and modify this booklet for your jurisdiction**. **If you would like a MS Word version, please email request to** NCPA@co.nezperce.id.us

Melvin Johnson, Director
Emergency Management

Carol Moehrle, Director
Idaho North Central District Health Department

Creative Commons License

Creative Commons License Deed
Attribution-Noncommercial-Share Alike 3.0

You are free:

- **to Share** — to copy, distribute and transmit the work
- **to Remix** — to adapt the work

Under the following conditions:

- **Attribution**. You must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse you or your use of the work).
- **Noncommercial**. You may not use this work for commercial purposes.
- **Share Alike**. If you alter, transform, or build upon this work, you may distribute the resulting work only under the same or similar license to this one.
- For any reuse or distribution, you must make clear to others the license terms of this work. The best way to do this is with a link to this web page.
- Any of the above conditions can be waived if you get permission from the copyright holder.
- Nothing in this license impairs or restricts the author's moral rights.

NEIGHBORHOOD EMERGENCY TEAMS

- Guidelines -

Public Health
North Central District Health Department

Lewiston-Nez Perce County Emergency Management - 799-3084

Idaho North Central District Health Department - 799-3100

Contributors: Elizabeth Erwin

LEWISTON - NEZ PERCE COUNTY OFFICE OF

EMERGENCY MANAGEMENT

P.O. BOX 896 NEZ PERCE COUNTY COURTHOUSE LEWISTON, IDAHO 83501 (208) 799-3084

When a disaster strikes, family disaster preparedness is the foundation for a strong community. Prepared citizens and community leaders help reduce loss and suffering. This is especially true when normal services are lost for an extended period of time. In the last three years, we have seen our vulnerability to power disruptions, for example, in flooding, windstorms and ice storms.

When disruptions of this scale occur, our emergency response agencies are working at full capacity but cannot meet every need. In this environment, the help that neighbors give neighbors becomes the single most important asset we have. A concerned and caring neighbor prevents small problems from developing into a life-threatening situation.

What can you do? You can help those who are less prepared to meet basic, life-sustaining needs:

- Heat and light
- Health, hygiene, and waste disposal
- Food
- Water
- Community-building

The guidelines that follow provide information that will help you and your neighbors safely meet these basic needs, using materials that are likely to be on hand. Remember that your safety must come first. In the special case of pandemics or communicable disease, all team members will use Personal Protective Equipment.

Thank you for your efforts to enhance the safety and welfare of our communities.

Ronald Wittman, Chairman
Nez Perce County Commissioners

Doug Havens, Mayor
City of Lewiston

REVIEWED BY

_____	_____
Carol Moehrle, Director North Central Health District	Teresa Wolf, Director Nez Perce County Social Services
_____	_____
Gordon Gregg, Chief Lewiston Fire Department	Melvin Johnson/CEM, Director Office of Emergency Management

GUIDING PRINCIPLES

This manual provides tools to help neighbors help each other meet basic life-sustaining needs. It is a guide only, and does not substitute for common sense. Our response to disaster, and the use of this guide, is founded on these principles:

- The strength of a community is prepared individuals.
- Each family's situation and resources are unique.
- Each family's privacy and dignity are respected.

These principles are vital, because disasters are also a psychological shock. In general, most people bond together as a community to help each other get through a crisis. Over time, however, you may see (and experience yourself), a wide range of emotional responses, including

- denial
- fatigue
- anger/blaming
- headaches
- loss of appetite
- sleep disturbances
- family problems

These are real, expected, and usually temporary responses. Talking about shared experiences and feelings is a natural way to work through these stages. The important thing is to remain non-judgmental and leave any counseling to trained professionals.

Special precautions in case of pandemic or communicable disease are in **RED** in the following guidelines.

MASTER CHECKLIST

NOTE: Personal Protection MUST be worn by each team member. See the back of this booklet for procedures.

NOTE: Maintain a separation of six feet between you and residents you visit. Also maintain separation between yourself and your partner. Remain outdoors.

NOTE: Neighborhood Emergency Teams will always make visits in pairs. NO EXCEPTIONS.

NOTE: This manual and checklists are only to be used for pre-pandemic community outreach or upon authorization of City/County officials after a disaster declaration:

- For incorporated cities, authorization is from the Mayor or senior elected official**.**
- For the remainder of Nez Perce County, authorization is from the County Commissioners through the Office of Emergency Management.

____1. Introduce yourself as a Neighborhood Emergency Team member.

- Display identification if available.
- Let residents know that you live here, you are their neighbors, and you are concerned, as their neighbors, about their welfare.

____2. Briefly discuss WHAT has happened and WHY you are there**.**

- Do not disclose information about other families' situations. Respect privacy.
- Communicate status of healthcare system and what is known about electricity, municipal water, communications, food delivery, etc.
- Stick to facts and events, not rumors.

If available hand out copies of "Stay at Home Toolkit" and topics from www.getpandemicready.org. Supplement with the tabbed checklists in this booklet.

____ 3. Do you have an emergency radio? Emergency information is provided on all local stations.

____ 4. Are you able to stay here safely for [appropriate time period...initially, the next three days].

____ 5. Do you have an emergency source of heat, or do you need information about your emergency heating options?

- Review "Heat & Light" Section as appropriate**.**
- **Followup:** Do you know what to do to help prevent freezing pipes?

____ 6. Does anyone have flu symptoms or other health issues?

- If not done in advance, provide copy of "Good Home Treatment of Flu**.**"
- If any household member has flu, provide ORS packets, if available (14 packets per household member) and review importance of staying hydrated**.**
- Does anyone have special needs for medications?
- Is there a need for help – pregnant woman going into labor, very ill or injured person?

____ 7. Are you able to stay clean and manage waste disposal (toilet, etc.)**.**

- Review "Hygiene & Waste" Section as appropriate**.**

____ 8. Do you have enough water and food?

- Review "Food" and "Water" Sections as appropriate**.**

____ 9. What is your most pressing concern?

____10. Is there anyone we can contact?

- to come stay with you (especially elderly, if living alone)
- work notification
- notify relatives

____ 11. (If pandemic confirmed in this area) Has anyone died?

____ 12. A resilient community is based on secure individuals and families. We will be working with you and your neighbors to find ways that you can safely help each other out. In preparation for this, please think of ways you can help:

- Room (suitable for temporary isolation/quarantine)
- Food
- Water or water purification
- Childcare
- First aid skills, baby information, breastfeeding advice, childbirth help
- Walkie talkie or phone

- Neighborhood patrols: When we're not here, you can help by watching out for your neighbors. Be sure to stay at least six feet away from each other, to minimize chances of becoming sick.

____13. If you have a life-threatening emergency that is NOT the flu, AND the phones are not working, send someone to the nearest fire station.

____14. We will check back at least daily and will provide any new information that we have.

____15. We will be patrolling regularly in the neighborhood.

- If you need us to contact you before our next scheduled check-in with you, please tie this orange ribbon on your doorknob, and we will stop by.

- If you prefer no contact, please tie the green ribbon on your doorknob.

CONTACTS

Emergency Communications

Emergency Alert System (formerly EBS)
- KRLC: 1350 AM
- KMOK: 106.9 FM
- KVTY: 105.1 FM

Citizens Band radio (CB)
- Channel 9

Amateur radio 2-meter band
- 146.74 MHz; 146.52 MHz;

General / all categories

City/County Emergency Operations Center
- 1230 Main Street, Lewiston: 799-3084
- Rumor Control Hotline 799-3077
- Rumor Control Hotline (800) 898-6426

City Hall & Switchboard
- 1134 “F” Street, Lewiston 746-3671

YWCA Crisis Hotline
- 300 Main Street, Lewiston 746-9655

Nez Perce County Road Dept
- 0105 33rd Street, Lewiston 799-3060

Fire / Ambulance

Lewiston Fire Dept
- 300 13th Street, Lewiston 743-3554

Security

Lewiston Police Dept
- 1224 “F” Street, Lewiston 746-0171

Nez Perce County Sheriff
- 1221 “F” Street, Lewiston 799-3131

Hospitals

St Joseph Regional Medical Center
415 6th Street, Lewiston 743-2511

Tri-State Memorial Hospital
1221 Highland Ave, Clarkston 758-5511

Power / Gas

Avista
803 Main Street, Lewiston 758-0500
(800) 322-9157
Clearwater Power Company
4230 Hatwai Road, Lewiston 746-1501

Water

City of Lewiston
2901 Railroad Avenue, Lewiston 743-7461

LOID
1520 Powers Avenue, Lewiston 746-8235

Sewer

City of Lewiston
900 7th Avenue North, Lewiston 743-8302

Central Orchards Sewer District
1522 Powers Avenue, Lewiston 746-9689

Name	Address	# of residents	Special Needs	Next visit

Name	Address	# of residents	Special Needs	Next visit

Name	Address	# of residents	Special Needs	Next visit

(Colored tab divider)

Heat, Cooling & Light

I. Keeping Warm

____ 1. Insulate one room in the house for a "shelter within the house**."**

- Pitch a tent in this room.
- Tent alternative: Use your dining room table (extra leaves in). Place a mattress underneath it, and drape blankets, rugs, etc. down the sides. Leave a gap near the floor for fresh air.
- Use extra blankets, rugs, curtains, mattresses, clothes or newspapers for insulation (doorways, floors, walls, windows)**.**
- Sleep in sleeping bags, if you have them.

____2. Safety precautions: Bring the following to this room:

- Battery-operated smoke alarm (if available).
- Any fire extinguishers
- A disaster supply kit (72-hour kit) including vital documents, in case of evacuation

____3. Insulate your body

- Wear loose clothes, in layers.
- Keep clothes clean & dry.
- Wear a hat/cap indoors & outdoors.

____4. Other heat sources

WARNING: DO NOT use Coleman fuel stoves or charcoal briquettes indoors**.**

WARNING: Place all open flame emergency heaters in front of a window or door opened at least one inch for ventilation**.**

WARNING: Place all open flame emergency heaters on a fireproof surface**.**

- The following must be attended at all times and TURNED OFF before sleeping**:**
  - Propane camp stoves
  - Candles
  - Canned heat (sterno, etc.)
  - "Buddy burners" (wax-filled cardboard in a can)
  - Burners on a gas stove

- The following may be left on while sleeping **<u>if properly used/installed:</u>**
  - Kerosene heaters
  - Wood stove
  - Fireplace

II. Minimizing Frozen Plumbing

____ 1. Turn on faucets and collect any water**.** Open cupboard doors under sinks**.**

____ 2. Open any other drain valves (bathtubs/showers) and collect water**.**

____ 3. Turn off the main water valve into the house if possible**.**

____ 4. Turn off your hot water heater and drain the hot water tank through the drain valve at the bottom of the tank. Your water heater has a connection for a hose. You can drain your water into buckets or other containers so that you can use that water as an emergency supply. Make sure your hot water heater is turned OFF. If a hot water heater is left on and empty, the heating system in the tank will burn up.

____ 5. Pour car windshield washer anti-freeze in the sinks and toilet to protect the gooseneck traps and prevent odor from entering the house.

____ 6. Washing machine: Pour a quart of car windshield washer anti-freeze in washing machine and start it momentarily to pump the anti-freeze out for just a second. This procedure gets the antifreeze through the tubes and pump underneath.

____ 7. Move stored water to the warmest room, if possible. If not practical, make sure containers have enough room for expansion if the water freezes.

III. Keeping cool

____ 1. Stay hydrated. Drink at least a cup of water every 20-30 minutes during extreme heat periods in the summer, even if you aren't thirsty. Avoid soft drinks, caffeine, and alcoholic beverages.

____ 2. Cook outside to avoid increasing the heat and humidity inside your house.

____ 3 Adjust your diet. Eat small, light meals, spaced throughout the day, rather than two or three big heavy meals.

____ 4. Dress for the season. Inside the house, wear shorts and a light shirt. Loose fitting clothes are cooler and more comfortable than tight fitting garments. Go barefoot or wear sandals. Natural fabrics are cooler than synthetics. At night, use light cotton sheets on your bed.

____ 5. Shade is your friend.

- Keep the sun's heat from hitting windows, doors & walls. Shade the outside of the windows.
- Indoor curtains are good, but greater benefit can be achieved by blocking the sun from the inside AND the outside. Light-colored sheets will work for indoor curtains.
- You can tape tinfoil on the inside of a window. Put the shiny side facing the sun.
- Use auto sun shades to make a cheap outdoor window shade. Duct tape 2 or 3 of them together (depending on the size of the window). Hang them on the ***outside*** of the windows. A roll-up window shade also works fine.
- Shade the doors.
- Shade your walls with plants.

____ 6. Ventilate your house. If it is hotter inside than outside, open the windows and doors for cross flow. If it is hotter outside than inside, and the day is still, then leave everything shut.

- Open every window and door to facilitate cross breezes.
- If the temperature is warmer inside than outside, open the windows and doors. If it is cooler inside than outside, keep the house closed unless there is a good breeze that would further cool the house.

____ 7. Minimize outdoor activities. Any work or exercise outdoors generates extra heat. If you must be outside, dress right. Wear:

- A light colored hat
- Light colored and light weight clothing that covers the skin (long sleeves).

____ 8. Cooling off. If the heat becomes oppressive, douse your head, arms, and feet with cool water, or go outside and soak yourself with a water hose. Keep a spray bottle of cool water handy, and give yourself spritzes of cool water. Dip cloths in cool water and wrap around your head, neck, armpits and groin.

____ 9. Location. Since heat rises, stay on the lowest floor possible. Basements are cooler.

IV. Lighting

____ 1. Use candles, flashlights and lanterns.

____2. Put the light source in front of a mirror to increase illumination.

(Colored tab divider)

Hygiene & Waste

I. Hygiene

____1. Keeping eating utensils and work surfaces clean

WARNING: DO NOT add any product with ammonia to a bleach solution**.**

- If water is scarce, scrub dishes with brushes (or clean sand or newspaper) to remove food particles & grease, and then wash in hot soapy water**.**

- Use unscented household bleach for disinfecting solutions**.**

  - For dishes and hard, non-porous surfaces, use 1 tablespoon of liquid bleach in 1 quart of water. Cleanse dishes and surfaces and then air dry. Do not rinse.

  - For general disinfecting (floors, counters, etc.), use 1 tablespoon of liquid bleach in 1 quart of water. Soak small items for 5 minutes. Surfaces such as floors or counters should be wet liberally and kept wet for 2 minutes.

____2. Personal hygiene

- Wash hands regularly, especially after using the toilet. You can also use hand sanitizer with at least 62 percent alcohol. If neither of these are available, the general disinfecting bleach solution (above) is a good hand rinse**.**

- Bathing: Use a bucket or tote instead of the tub. For warm water, put the water in a black plastic bucket or black-painted pop bottles. Set these in the sun for two hours. When you're done bathing, save any dirty or soapy water to pour in the toilet for flushing.

- Cornmeal or cornstarch can be used as dry shampoos. Sprinkle liberally in the hair and then brush vigorously.

- Use only boiled or purified water for brushing your teeth or cleaning contact lenses.

____3. Doing laundry without electricity

- Use rubber or plastic tubs or buckets and a household plunger to wash clothes without electricity. If the bucket or tub has a lid, so much the better; a lid can help prevent splashing. Put water, detergent, and clothes in the buckets. Cut a hole in the lid for the plunger handle (the agitator). Soak the clothes. Insert the plunger handle through the lid, put the lid on the bucket and agitate.

- Use a tub of clear water to rinse the clothes. Some clothes may require hand scrubbing.

- Use the wringer of a mop bucket to remove water. If you don't have a mop bucket, wring clothes by hand.

- Air dry by hanging on clothes lines or hangers. In winter, you can air dry clothes outside, but you may have to crack ice to remove it from the clothes (wear gloves when hanging clothes in winter).

II. Trash

____ 1. Separate trash and throw less stuff away.

- Keep disposable diapers in a separate bag.
- Keep toxic materials such as spray cans separate**.**

____ 2. Reuse bottles. For example, these can be used for different disinfection mixtures that use bleach.

____ 3. Compost wet trash EXCEPT meats and fats**.** Put shredded paper materials over wet trash and add dirt on top of the paper**.**

____ 4. DO NOT burn trash unless approved by local officials**.**

III. Sewage disposal

____ 1. If the sewer works but there is no water, use water that has been used for washing to flush toilets.

____ 2. Chemical toilets (porta-potties, RV toilets) may provide a temporary solution. Emptying is uncertain, depending on service availability.

____ 3. Emergency indoor toilet.

- Put a toilet seat on a rigid plastic bucket**.**
- Put sawdust, dry leaves and dirt in the bottom of bucket**.**
- After each use, add more of this material so waste is covered**.**
- If toilet paper is not available, use newspaper or phone book paper**.**
- When full, dispose of waste in accordance with local regulations

(Colored tab divider)

Food

I. Emergency Cooking - Heat Sources

____1. Outdoor only

- Charcoal briquettes
- Campfire
- Coleman fuel stoves and other camp stoves

____2. Indoor or outdoor

WARNING: If one of the following heat sources is used indoors, provide ventilation with a window or door open 1 inch, with the cooking device placed closed to this opening**.**

WARNING: Place all open flame emergency heaters on a fireproof surface**.**

- Propane gas grills
- Fondue pots
- Candles
- Canned heat (sterno, etc**.**)
- "Buddy burners" (wax-filled cardboard in a can)

____3. Indoor (**if used/installed properly**)

- Kerosene heaters/stoves
- Wood stoves
- Fireplaces
- Natural gas stoves/ovens

____4. Solar cookers (make your own)

- Refer to handout, "The 'minimum' Solar Box Cooker**."**
- For an alternative lid**,** unscrew the door from a microwave oven and use it, or use a piece of glass salvaged from a picture frame.

II. Emergency Cooking - techniques

____ 1. To get the most cooking from the least fuel, use a pressure cooker**.**

____2. Cover pots and pans with lids in order to speed cooking and conserve fuel. Use tin foil to cover cake pans and other open dishes**.**

____3. Devise a non-electric crockpot.

- Use a box or bucket big enough to pack 4 inches of insulating material on all sides, top & bottom, around a 3-6 quart pot.
- Line the inside of the container with aluminum foil.
- Put insulating material on the bottom (newspapers, cloth, sawdust).

- Using a 3-6 quart pot, bring food to boil & place in the container.
- Stuff insulating material around all sides of the pot, cover the top of the container and let food "cook" for up to 4 hours**.**
- If possible, use a meat thermometer and heat foods to 165º (180º for previously uncooked chicken)

III. Using refrigerated and frozen food during electrical loss

____1. Open refrigerator and freezer as little as possible. An unopened freezer may keep frozen food below 45º for 3-5 days.

____2. Move refrigerator and freezer to an unheated room. Keep them away from sunlight. Wrap with blankets, mattresses or clothes for insulation.

____3. Eat refrigerated food first, preferably on the first day**.**

- After 4 hours, dispose of any seafood, chopped meat and poultry sandwich fillings**.**

- After 12 hours, dispose of any unused creamed foods, soft cheeses, gravy, mayonnaise, salad dressings, pork and poultry**.**

____ 4. Winter emergency refrigeration

- Put refrigerated / frozen food in an ice chest or other container**.**
- Place container in an unheated room or porch, out of the sunlight**.**
- Pack with snow or ice**.**

____5. Another preservation method (especially during warm weather): Can frozen foods, beginning with meats first. Use only a pressure canner for meats, and follow instructions to prevent food poisoning.

The "Minimum" Solar Box Cooker

A great solar oven you can build quickly from two cardboard boxes

Experiments in Seattle and Arizona have proven that solar box cookers can be built more simply than even the simple method we have been using. These discoveries have paved the way for a simpler construction method that allows a cooker to be built in a few hours for very little money.

When we designed this cooker, we named it the "Minimum Solar Box Cooker" because, at the time, it represented the simplest design we could devise. What we didn't communicate with that name was that this is a full-power cooker that works very well, and is in no way "minimum" as far as its cooking power goes.

What You Will Need

- Two cardboard boxes. We would suggest that you use an inner box that is at least 15" x 15" (38cm x 38cm), but bigger is better. The outer box should be larger all around, but it doesn't matter how much bigger, as long as there is a half inch (1.5cm) or more of an airspace between the two boxes. Also note that the distance between the two boxes does not have to be equal all the way around. Also, keep in mind that it is very easy to adjust the size of a cardboard box by cutting and gluing it.
- One sheet of cardboard to make the lid. This piece must be approximately 2" - 3" (4 - 8cm) larger all the way around than the top of the finished cooker (the outer box).
- One small roll of aluminum foil.
- One can of flat-black spray paint (says on can "non-toxic when dry") or one small jar of black tempera paint. Some people have reported making their own paint out of soot mixed with wheat paste.
- At least 8 ounces of white glue or wheat paste.
- One Reynolds Oven Cooking BagÂ®. These are available in almost all supermarkets in the U.S. and they can be mail-ordered from Solar Cookers International. They are rated for 400Â° F (204.4Â° C) so they are perfect for solar cooking. They are not UV-resistant; thus they will become more brittle and opaque over time and may need to be replaced periodically. A sheet of glass can also be used, but this is more expensive and fragile, and doesn't offer that much better cooking except on windy days.

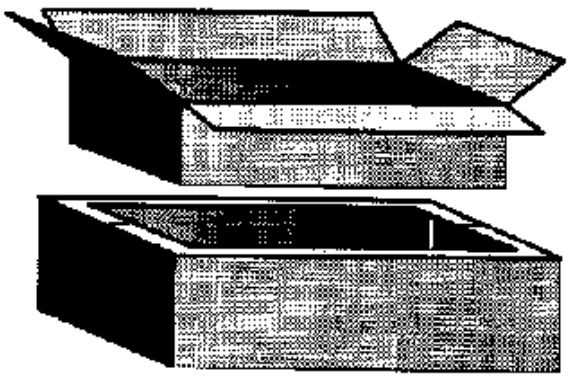


Figure 1

Building the Base

Fold the top flaps closed on the outer box and set the inner box on top and trace a line around it onto the top of the outer box, Remove the inner box and cut along this line to form a hole in the top of the outer box (Figure 1).

Decide how deep you want your oven to be (about 1" or 2.5cm bigger than your largest pot and about 1" shorter than the outer box so that there will be a space between the bottoms of the boxes once the cooker is assembled) and slit the corners of the inner box with a knife down to that height. Fold each side down forming extended flaps (Figure 2). Folding is smoother if you first draw a firm line from the end of one cut to the other where the folds are to go.

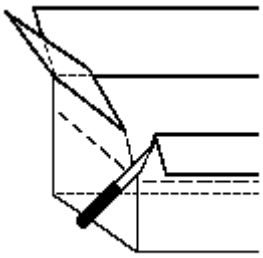


Figure 2

Glue aluminum foil to the inside of both boxes and also to the inside of the remaining top flaps of the outer box. Don't waste your time being neat on the outer box, since it will never be seen, nor will it experience any wear. The inner box will be visible even after assembly, so if it matters to you, you might want to take more time here. Glue the top flaps closed on the outer box.

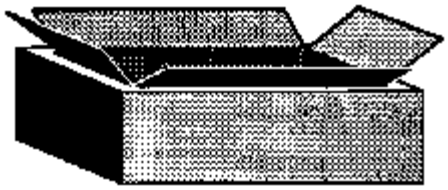


Figure 3

Place some wads of crumpled newspaper into the outer box so that when you set the inner box down inside the hole in the outer box, the flaps on the inner box just touch the top of the outer box (Figure 3). Glue these flaps onto the top of the outer box. Trim the excess flap length to be even with the perimeter of the outer box.

Finally, to make the drip pan, cut a piece of cardboard, the same size as the bottom of the interior of the oven and apply foil to one side. Paint this foiled side black and allow it to dry. Put this in the oven so that it rests on the bottom of the inner box (black side up), and place your pots on it when cooking. The base is now finished.

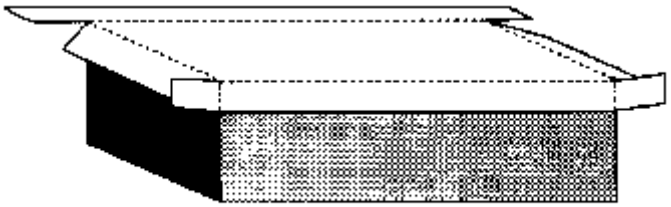


Figure 4

Building the Removable Lid

Take the large sheet of cardboard and lay it on top of the base. Trace its outline and then cut and fold down the edges to form a lip of about 3" (7.5cm). Fold the corner flaps around and glue to the side lid flaps. (Figure 4). Orient the corrugations so that they go from left to right as you face the oven so that later the prop may be inserted into the corrugations (Figure 6). One trick you can use to make the lid fit well is to lay the pencil or pen against the side of the box when marking (Figure 5). Don't glue this lid to the box; you'll need to remove it to move pots in and out of the oven.

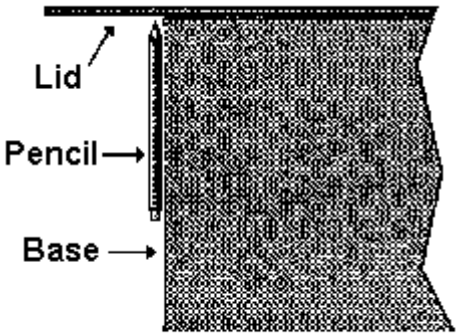


Figure 5

To make the reflector flap, draw a line on the lid, forming a rectangle the same size as the oven opening. Cut around three sides and fold the resulting flap up forming the reflector (Figure 6). Foil this flap on the inside.

To make a prop bend a 12" (30cm) piece of hanger wire as indicated in Figure 6. This can then be inserted into the corrugations as shown.

Next, turn the lid upside-down and glue the oven bag (or other glazing material) in place. We have had great success using the turkey size oven bag (19" x 23 1/2", 47.5cm x 58.5cm) applied as is, i.e., without opening it up. This makes a double layer of plastic. The two layers tend to separate from each other to form an airspace as the oven cooks. When using this method, it is important to also glue the bag closed on its open end. This stops water vapor from entering the bag and condensing. Alternately you can cut any size oven bag open to form a flat sheet large enough to cover the oven opening.

Improving Efficiency

The oven you have built should cook fine during most of the solar season. If you would like to improve the efficiency to be able to cook on more marginal days, you can modify your oven in any or all of the following ways:

- Make pieces of foiled cardboard the same size as the oven sides and place these in the wall spaces.
- Make a new reflector the size of the entire lid (see photo above).
- Make the drip pan using sheet metal, such as aluminum flashing. Paint this black and elevate this off the bottom of the oven slightly with small cardboard strips.

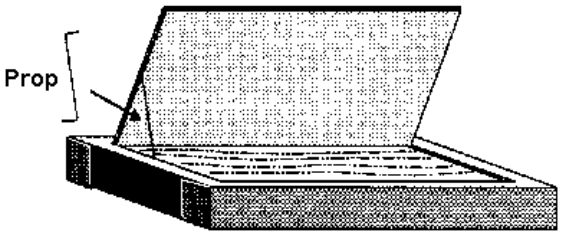


Figure 6

(Colored tab divider)

Water

I. Water sources

WARNING: Do not use water suspected of chemical contamination for drinking. Use this water for sewage disposal ONLY.

WARNING: Do not use water from waterbeds for drinking. This water often contains chemicals added to inhibit algae growth. Use this water for sewage disposal ONLY

____1. Household plumbing

- See "Minimizing Frozen Plumbing" checklist in **Heat and Light** section of this manual.
- **WARNING**: Do not drink water immediately after water service is restored. The first supply may be contaminated or silty. Wait until local government has declared water safe.

____2. Rain water

- If roof is damaged or very dirty, cover with plastic or tarp
- After it has rained for 10-15 minutes, collect roof runoff water in a bucket at downspouts**.**
- Purify using techniques in **II. Water Purification**.

____3. Snow

WARNING: Do not eat snow. Use only fresh, clean, just-fallen snow.

- Melt snow in a container using a heat source. See Heat and Light or Food Sections for safe alternatives.
- Melt snow using the sun.
  - Place in a dark pan and use solar reflectors made from aluminum foil or shiny cookie sheets, to speed melting.
  - Pack clear containers with snow and place them on a black background in full sun,
- Purify using techniques in II. Water Purification

____4. Rivers, streams, lakes

- Dig a hole at least 3 feet deep below the level of the water, about 12 feet from the river's edge, in a spot that is only a foot or so above the level of the river. You may need to shore up the sides of this hole to keep it from collapsing. Water will seep into this hole from the river. This technique will provide some filtration of dirty or cloudy water.

- Purify using techniques in II. Water Purification

II. Water Purification

____1. Preliminary filtering (for dirty or cloudy water)

- Let water sit in containers for a day to allow solid materials to settle. Siphon water from the center and middle of the container.

- Slowly pour this water through several layers of coffee filters or clean cloth into a clean container.

____2. Treat the water using any of these approaches:

- Water purifiers and filters. Use existing in-house water filters, especially those that come with their own pitcher.

- Boiling. Directions for Boiling Water: Boil water vigorously for 1 minute and allow it to cool to room temperature (do not add ice). At altitudes greater than 6,562 feet (>2,000 m), boil water for 3 minutes or use chemical disinfection after water has been boiled for 1 minute.

- Chemical treatment. Add 16 drops (or 1/8 teaspoon) of **unscented** bleach to each gallon of clear water. Let stand for at least 30 minutes. There should be a slight chlorine odor.

____3. Taste enhancement.

- Before boiling water, add a pinch of salt**.**

- For boiled or chemically-treated water, aerate the water by pouring it from one container to another several times**.**

(Colored tab divider)

Community

I. Familiarize yourself with disaster psychology

____1. Over time, you may see (and experience yourself), a wide range of emotional responses, including

- denial
- fatigue
- anger/blaming
- headaches
- loss of appetite
- sleep disturbances
- family problems

These are real, expected, and usually temporary responses.

____2. Within the context of the above, individual response to disaster has historically been in one of three broad categories**:**

- Helplessness
  a. Incapable of caring for self or others
  b. Psychologically traumatized

- Helpfulness: rising to the occasion
  a. Self-sacrificing
  b. Motivated, ingenious
  c. Resourceful

- Profiteering: taking advantage of the suffering
  a. Uncooperative
  b. Violent
  c. Criminal

____ 3. Understand the proper response to these categories:

- Helplessness: This category is to be addressed by trained counselors **ONLY**. Contact local officials for assistance.

- Helpful: This category can provide valuable assistance to neighborhood disaster response and recovery, and **SHOULD** be utilized by Neighbor Emergency Teams**.**

- Profiteering: This category is **NOT** to be utilized. An individual may offer no assistance, and would thus not be part of the problem or part of the solution. On the other hand, an individual that is violent or criminal is the responsibility of law enforcement.

II. Steps for Neighborhood Emergency Teams. If Neighborhood Emergency Teams have been formed, the disaster is most likely to last for some time. One or more "normal" services, such as power, phones or water/sewer treatment have likely been lost. In this environment, community building is essential to first survival and then rebuilding.

____1. For all those who confront a disaster, talking about shared experiences and feelings is a natural way to work through these stages. The important thing is to remain non-judgmental. Leave any counseling to trained professionals.

____2. Ask if a person would like to be contacted by a counselor or pastor.

____3. Ask if anyone can help out their neighbors. If the individual/family are "helpful"-type people, visit to find a good use of this resource. Examples are

- **Organizers.** Organizers provide leadership to get the neighborhood through the crisis. Activities include:

  - identifying areas of concern for their neighborhood,
  - establishing, recruiting and leading neighborhood committee and meetings**. Remember to maintain a separation of six feet between you and neighbors.**

- **Committee Leader or Member.** Key neighborhood committees help assure basic needs are met. These include

  - Education committee: keeps people informed about disaster and other news.

  - Resource committee: keeps track of neighborhood assets and needs based on information volunteered during NET visits**.**

- **Resource provider.** This role will vary with emerging needs, and is strictly voluntary. Example questions to ask would be 'Do you have any of the following that you wish to share?

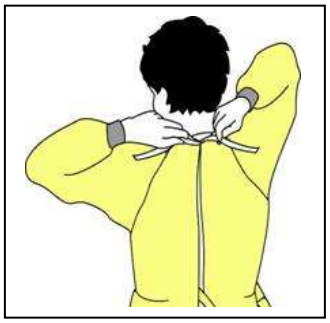
  - extra food or water
  - extra firewood, or a chainsaw and a truck
  - skill and experience growing large gardens
  - knowledge and/or equipment to preserve garden produce
  - expertise and current certification to care for the sick or injured

As neighborhood involvement grows, it may be practical to divide the area into smaller units, each with its own "neighborhood leader" to see that eight or ten families that are his/her responsibility get what they need.

DONNING PPE

GOWN

- Fully cover torso from neck to knees, arms to end of wrist, and wrap around the back
- Fasten in back at neck and waist

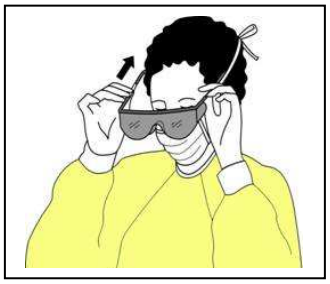


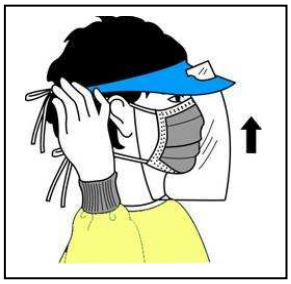
MASK OR RESPIRATOR

- Secure ties or elastic band at middle of head & neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator

GOGGLES/FACE SHIELD

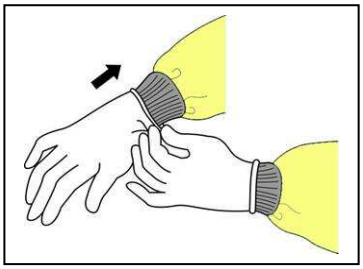
- Put on face & adjust to fit





GLOVES

- Use non-sterile for isolation
- Select according to hand size
- Extend to cover wrist of isolation gown



SAFE WORK PRACTICES

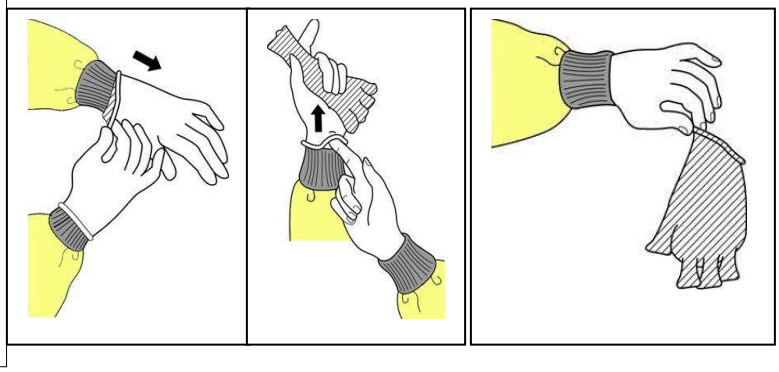
- Keep hands away from face
- Work from clean to dirty
- Limit surfaces touched
- Change when torn or heavily contaminated
- Perform hand hygiene

REMOVING PPE

Remove PPE at doorway before leaving patient room or in anteroom

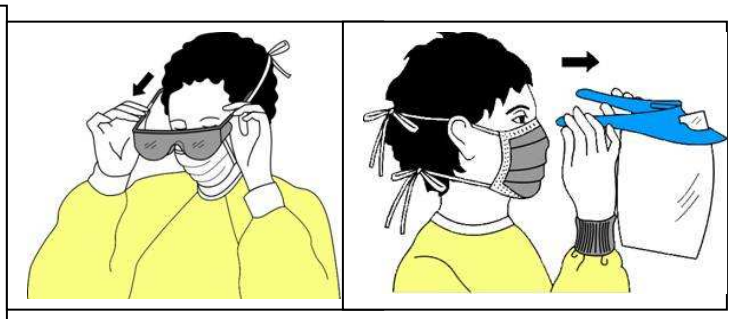
GLOVES

- Outside of gloves are contaminated!
- Grasp outside of glove with opposite gloved hand; peel off
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist



GOGGLES/FACE SHIELD

- Outside of goggles or face shield are contaminated!
- To remove, handle by "clean" head band or ear pieces
- Place in designated receptacle for reprocessing or in waste container

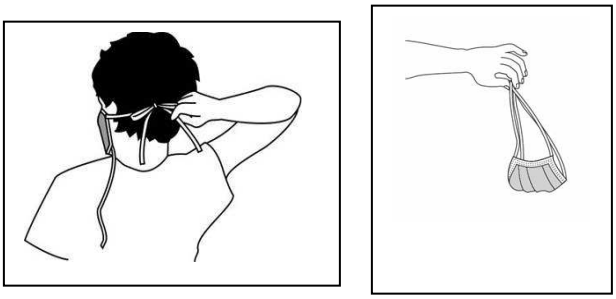


GOWN

- Gown front and sleeves are contaminated!
- Unfasten neck, then waist ties
- Remove gown, using a peeling motion; pull gown from each shoulder toward the same hand
- Gown will turn inside out
- Hold removed gown away from body, roll into a bundle and discard into waste or linen receptacle

MASK OR RESPIRATOR

- Front of mask/respirator is contaminated – DO NOT TOUCH!
- Grasp ONLY bottom then top ties/elastics and remove
- Discard in waste container



HAND HYGIENE : Perform hand hygiene immediately after removing all PPE!