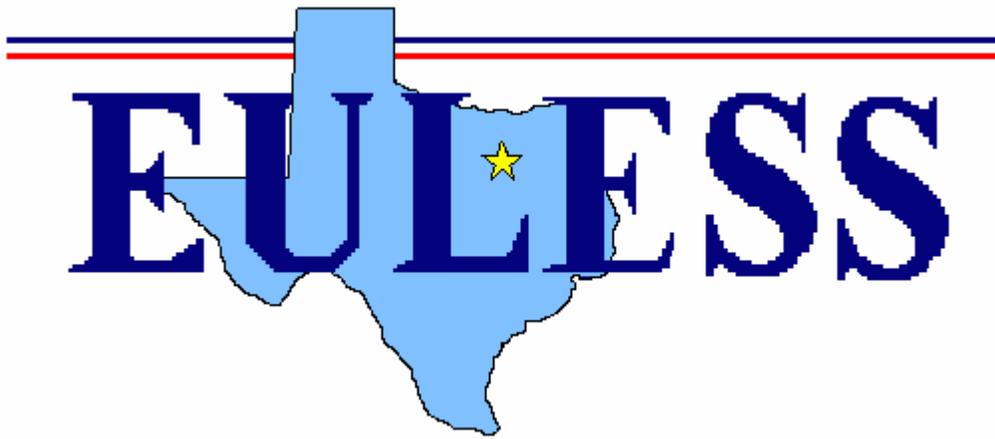


# City of Euless



## Citizens Preparedness Guide

# INTRODUCTION

*The City of Euless Citizens Preparedness Guide provides suggestions for preparedness in our homes, neighborhoods, schools, workplaces, places of worship and public areas. Everyone within the city, whether employed here or reside here, will benefit from increased awareness and preparedness for any type of emergency.*

*The goal of this guide is to help the citizens of Euless learn how to make preparedness a part of their daily lives and improve their neighborhoods and communities in the process. By working together, we can make a safer environment within our community.*

# How To Get Prepared:

Being prepared for an emergency involves learning as much as you can and making plans to act. Reading this guide and following these tips is a good start. Continue to educate yourself by keeping up with our City of Eules website ([www.eules.org](http://www.eules.org)) and contacting the resources listed in the back of this guide.

The City of Eules is working with the federal, state, local officials, and citizens to ensure the safety of your community.

## **In your Home and Neighborhood:**

Take steps to plan ahead for emergencies to protect yourself and your family. Your family and neighbors need to know exactly what they should do in an emergency.

Concerned citizens like you can take the following steps:

General Emergency Preparedness:

- Make a list of important local numbers: Such as the non-emergency numbers for the Eules Police and Fire departments. Keep it by the phone and make copies for yourself and your family to keep in your wallets.
- Write down phone numbers and contact information for your family: Keep one copy by the phone and provide others to family and friends.
- Assist neighbors in preparing: Identify neighbors who need additional help, such as young children, seniors, and those with disabilities. Develop a plan to assist them in an emergency.
- Make your house easy to find: Make sure your street address number is large and well lighted so that emergency personnel can find your home quickly.
- Organize an emergency preparedness kit: Check batteries, change the stored water, and rotate the food supplies every six months. Your kit should contain the following supplies.
  1. A three-to-five day supply of water (one gallon per person per day)
  2. Food that will not spoil and requires no cooking

3. A first-aid kit and needed medicines (consult your physician or pharmacist about storing medications and keep copies of your prescriptions).
4. Emergency tools like a battery-powered radio, cell phones, flashlight, and extra batteries.
5. Personal items like toilet paper and plastic garbage bags.

### **Evacuation Plans:**

- Develop a home evacuation plan and practice it with your family and neighbors. Know what to do if you are instructed to evacuate your home or community.
  1. Every child and other members of your family should know exactly how to get out of your home in case of fire or other emergency.
  2. Find at least two ways out of each room in your home if possible.
  3. If you live in an apartment building, know the evacuation plan.
  4. Agree on a place nearby to meet once everyone gets out of the house or apartment.
- Plan how to take care of pets: Remember that, with the exception of guide dogs, shelters usually do not allow pets.
- Learn how to shut off utilities, such as gas, electricity, and water: Helpful numbers to perform these tasks.
  1. Oncor (888) 222-8045
  2. Eules Water Department (817) 685-1470
- Listen to your local radio and television stations for public safety announcements on where to go and what to do.

### **Opening Mail:**

- Teach your family and friends to be aware when opening mail: Signs of suspicious mail include the following.
  1. It is unexpected or from someone you do not know.
  2. It is addressed to someone no longer at your address.
  3. It is handwritten, has no return address, or bears a return address that you cannot confirm is legitimate.
  4. It is lopsided or lumpy in appearance.
  5. It has wires or other unusual contents that are protruding or can be felt through the envelope or wrapping.
  6. It is sealed with excessive amounts of tape.
  7. It is marked with restrictive endorsements such as “Personal” or “Confidential.”
  8. It has excessive postage.

- What should you do with a suspicious piece of mail:
  1. Do not handle a letter or package that you suspect is contaminated.
  2. Stay away from the package and don't shake it, bump it, or sniff it.
  3. Wash your hands thoroughly with soap and water after handling.
  4. Notify the Euless Police Department at 911 immediately.

### **On your computer:**

- Teach your family about cyber safety and use of the internet: Many citizens do not know that their computer systems are used to launch attacks against government and industry, often to steal or destroy information such as financial data or even personal identities. To protect yourself, do the following.
  1. Be wary of strangers
  2. Report unusual activities to the authorities
  3. Use passwords that cannot be easily guessed
  4. Make regular backups of critical data
  5. Use virus protection software
  6. Use a firewall as a gatekeeper between your computer and the Internet
  7. Disconnect computers from the Internet when they are not in use
  8. Regularly download security patches from your software vendors

### **For Your Children:**

Preparing your family means making sure that your children know what to do during an emergency. Tell them what is important so that they feel confident about what to do.

- Teach your children to stay in touch: Make it a house rule for your children to check in with a parent or guardian immediately when they get home from school or other activities.
- Make sure your children know how to contact your work.
- Work with neighbors to find places that are safe for the children and teens to go in an emergency: These places might include a friend's house, fire station, police station, school, library, or a place of worship. The best place for a child during a crisis may very well be the school where they will be supervised and protected from outside hazards. Ensure that your children know the phone numbers and addresses of these locations.
- Explain 9-1-1: Talk to your children about how to call 9-1-1 and when calling is appropriate.

- Teach your children and teens how to be safe: Tell them to seek help immediately from a teacher, law enforcement officer, or other security personnel if they overhear classmates threatening to hurt themselves or others.

### **At Work:**

An emergency can happen at any time. You and your co-workers should know what to do if an emergency happens during the workday.

- Learn about your company's emergency plans, including evacuation plans: Ensure that a plan is developed if one is not in place
- Practice your company's emergency plans, including evacuation plans: Evacuation plans need to be legible and posted prominently on each floor.
- Know the exit routes and evacuation plans in your building: Know at least two exits from each room, if possible. Be able to escape on the dark by knowing how many desks or cubicles are between your workstation and two of the nearest exits.
- Have designated post-evacuation meeting location: Where appropriate personnel can take a headcount and identify missing workers. Every employee should be aware of this location.
- Make special emergency plans for co-workers who are disabled or may require assistance during an emergency.
- Know the location of fire extinguishers and medical kits: periodically check extinguishers and alarm systems.
- Make a list of important phone numbers: Keep a printed list at your desk and near other telephones. Do not rely on electronic lists, direct-dial phone numbers, or computer organizers that may not work in an emergency.
- Gather personal emergency supplies in desk drawer: Including a flashlight, walking shoes, a water bottle, and nonperishable food.
- Report damaged or malfunctioning safety systems to appropriate personnel for repair and maintenance.
- Never lock fire exits or block doorways, halls, or stairways. However, keep fire doors closed to slow the spread of smoke and fire.
- In the event of an emergency with many floors:
  1. Leave the area quickly following your worksite's evacuation plan. In the event of a fire, crawl under the smoke to breathe cleaner air. Test doors for heat before opening them. Never use an elevator when evacuating a

burning building. Always go directly to the nearest fire and smoke free stairwell.

2. If you are trapped in the building, stay calm and take steps to protect yourself. If possible, go to a room with an outside window and telephone for help.
  3. Provide any assistance you can to children, the elderly, the injured, co-workers with disabilities, and others who require special assistance.
  4. Stay where rescuers can see you and wave a light-colored cloth to attract attention.
  5. Open windows if possible, but be ready to shut them if smoke rushes in. Stuff clothing, towels, or newspapers around the cracks in doors to prevent smoke from entering your refuge.
- Put together an office phone tree: In the event of an emergency, your office may need to get information to employees quickly. Develop a list of everyone's home phone numbers with instructions for who will call whom. Make sure everyone keeps a printed copy at his or her home.
  - Make plans to help each other: Determine how you will help each other in the event that public transportation is shut down or thoroughfares are impassible. Offer to temporarily house, transport, or feed your co-workers in case of emergency.

### **In your Community:**

Being prepared means knowing what to do if an emergency occurs in your community.

- Be alert: Get to know your neighbors. Be aware of unusual or abandoned packages or vehicles and of suspicious activities that should be reported to authorities. Start a Crime Watch in your neighborhood, to start a Crime Watch contact (817) 685-1536. This is a great way to share the preparedness information you learn and to develop neighborhood plans.
- Develop a list of emergency services and their phone numbers and addresses. Include shelters, food banks, and police and fire departments and distribute the list to neighbors. See reference page at the end of booklet for phone numbers.
- Make sure schools and workplaces have updated contact information for your family: Including a cell phone number if you have one.
- Do your part: Research organizations in your community, such as places of worship, schools, fire departments, police departments, and the Red Cross, that work on preparedness efforts. You can join a Citizens Police Academy or Citizens Fire Academy to assist with preparedness for your community.

- Make a plan to meet up with family members if an emergency happens while your family is separated: Establish an out-of-town contact, such as a friend or a relative, to whom everyone can call and report. Make sure the contact agrees and that everyone has the number and knows how to dial it. Consider prepaid calling cards and emergency family contact lists for your children. Identify places to meet both close to home and some distance away.
- Plan for what you may need if you are away from home during an emergency: Keep water, a blanket and nonperishable food in your car. Always keep your car fuel tank at least half full. Remember that if electricity is interrupted, gas pumps won't work.
- Be prepared to help others: Take a CPR and first-aid training course or get you neighborhood group to take it together. You can contact the Eules Fire Department for training classes.

### **At Places of Worship**

Places of worship provide a valuable support network and an opportunity to share information about preparedness.

- Learn about the evacuation plan and security measures at your place of worship: Select a place nearby to meet up with the family members if you are separated during an emergency.
- Find out if your place of worship could be used as a shelter in an emergency: If so, organize a group to collect blankets, pillows, water, food, first-aid supplies, and other emergency needs. Ensure that your congregation knows about the plan.
- Organize relief efforts to help provide food, shelter, clothing, and medicine in an emergency: You can also make plans to help those outside of your congregation. Ask others to volunteer their skills in medical care, childcare, cooking, construction, or organization, and bring them together to talk about where to report and what to do in an emergency.
- Share the information you learn: Hold meetings to discuss preparedness and distribute copies of this guide to your congregation. You can download a copy of this guide at [www.Eules.org](http://www.Eules.org).

## At the Airport

- Allow extra time
  1. The heightened security at airports requires more time to properly screen travelers. Travelers should contact their airline to find out how early they should arrive
  2. Take public transportation to the airport if possible.
  3. Parking and curbside check-in may be controlled and restricted. Travelers should contact their airline to see if curbside check-in is in place at the airport.
  
- Check-in
  1. A government-issued photo ID (federal, state, or local) is required.
  2. Have your ID's and boarding passes out and ready as you approach the checkpoint. Travelers may be asked to show this ID at subsequent points, such as at the gate, along with their boarding passes.
  3. E-ticket travelers should check with their airline to make sure they have proper documentation. Written confirmation from the airline, such as a letter, fax, or e-mail, may be required.
  
- Screener checkpoints
  1. Only ticketed passengers are allowed beyond the screener checkpoints, except for those with specific medical or parental needs.
  2. Each traveler is limited to one carry-on bag and one personal bag such as a purse, laptop, or briefcase.
  3. Remove all electronic items, such as laptops and cell phones from its travel case so they can be X-rayed individually.
  4. Wear as few metal objects as possible and remove all metal objects before passing through the metal detectors to facilitate the screening.
  5. Most airports require passengers to put their coats and jackets through the X-ray conveyor. You'll save time in line if you have it off and ready as you approach.
  6. Do not gift-wrap carry-on items; they may need to be opened during security screening.
  7. You must transport the following items as checked baggage or risk their confiscation at the X-ray security checkpoint. When in doubt transport the item in checked baggage.
    - Knives of any length, composition, or description
    - Cutting instruments of any kind and composition, including carpet knives, box cutters, and spare blades; any device with a folding or

retractable blade; and ice picks, straight razors, double-edged razor blades, metal scissors, and metal nail files.

- Corkscrews
- Baseball/softball bats
- Golf clubs
- Pool cues
- Ski poles
- Hockey sticks

8. The following items are permitted aboard the plane as carry-on items:

- Walking canes and umbrellas following inspection
- Nail clippers without attached metal nail file
- Safety razors, including disposable razors
- Syringes with documented proof of medical need
- Tweezers
- Eyelash curlers

#### **At the Gate**

- Travelers must be prepared to present a valid photo identification card along with their boarding pass.
- Travelers and their bags may be subjected to additional screening, including random checks of travelers and their baggage. If you are asked to participate in a random check, please remain polite and cooperate with the requesting official.

#### **At all times**

- Be patient
- Keep control of all bags and personal items.
- Do not bring anything on board for another person unknown to or not traveling with you, however innocent or small the package or item may appear.
- Report any unattended items in the airport or aircraft to the nearest airport or airline personnel.

#### **On the plane**

- Listen carefully to the safety briefing and follow any instruction from the airline personnel.

- Be aware of your surroundings and report anything suspicious to airline personnel.
- Review the passenger safety card before takeoff and landing.
- Be able to locate emergency exits both in front and behind you. Count the rows between you and the nearest front and rear exits.
- Make a mental plan of action in case of emergency.

Many of the suggestions are applicable to other modes of transportation. The same vigilance to travel safety should be applied when using buses, trains, subways, cruise ships, and other forms of transportation.

For more information on how to get prepared in the event of an emergency check these three web sites for additional information.

Department of Homeland Security at [www.dhs.gov](http://www.dhs.gov), [www.ready.gov](http://www.ready.gov), or [www.infragard-northtexas.org](http://www.infragard-northtexas.org)

## **How to Respond**

Now that you know how to prepare for an emergency, you need to know what to do if there is an emergency or you see or hear something suspicious.

### **Reporting Emergencies**

Any threat or real risk that puts lives in immediate danger is an emergency and should be reported by calling 9-1-1. You can help save lives by calling 9-1-1 when:

- You see or hear about someone carrying a weapon in an unlawful manner, using verbal threats, or suspiciously exiting a secured, non-public area near a train or bus depot, airport, tunnel, bridge, governmental building, or tourist attraction.
- You see or hear someone use or threaten to use a gun or other weapon, place a bomb, or release a poisonous substance into the air, water, or food supply.
- You see fire, smell smoke or gas, or hear an explosion

Be prepared to provide the 911 operators with the following information:

- Exact location of the threat or danger you observed.

- As much detail as you can provide about the emergency. Try to stay calm and take note of the circumstances of the event, including physical descriptions of the perpetrators, license plate numbers, and directions of travel.
- If a person is injured, tell the dispatcher as much as possible about how the injury happened and the person's condition.

### **Reporting Non-Emergencies**

You have a great asset to draw upon ---your experience--- when deciding what is suspicious. You know what is normal for your neighborhood, workplace, and daily routines. If a behavior or an event seems to be outside the norm or is frightening, call the Euless Police Department at (817) 685-1526. Just remember, it is your job to watch out and report. Let law enforcement authorities handle the investigation and take further action. That is what they are trained to do.

When reporting suspicious activity, it is helpful to give the most accurate description possible of the persons, situation, vehicles involved, what made you concerned, and where the suspicious persons have gone. Try to remember the exact time and place that you observed the suspicious activity.

Contact the Euless Police Department immediately in the following situations:

- You are told of or overhear someone discussing a future plan
  1. for a terrorist attack
  2. to use a gun or other weapon in an unlawful manner
  3. to mail or deliver a dangerous package or letter
  4. to set off a bomb or an explosive
  5. To release a poisonous substance into the air, water, or food supply.
- You hear or know of someone who has bragged or talked about killing or harming citizens or who claims membership in an organization that espouses killing innocent people.
- You observe a pattern of suspicious activity, such as someone unfamiliar to you loitering in a parking lot, government building, or around a school or playground.

If you believe you have information that would help authorities, do not take any action other than to inform the Euless Police Department at (817) 685-1526 or the Federal Bureau of Investigation at (972) 559-5000.

## *CONCLUSION*

*Securing our communities requires that each of us work together. Whether you start a crime watch, practice a fire drill, help a neighbor or volunteer in the community, every action is appreciated and gets us one step closer to safer communities.*

*There is no shortage of things to do. You can become involved with the Citizens Police Academy, Citizens Fire Academy or Citizens on Patrol. There are also many jobs that you could help with in the offices. Every bit helps build the investment. Please contact us at 817-685-1536 to learn what you can do to build a stronger, safer community and America.*

## NATIONAL THREAT LEVELS

**1. Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

**2. Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

**3. Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans of appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

**4. High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

**5. Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting or constraining transportation systems; and
- Closing public and government facilities.



## **School Safety**

### **Hurst Eules Bedford ISD**

Administration Office  
1849 Central Drive  
Bedford, Texas 76022  
817-267-3311  
817-283-4461

Forrest E. Watson Educational Center  
1100 Raider Drive  
Eules, Texas 76040  
817-354-3563

Keys Learning Center  
1100 Raider Drive  
Eules, Texas 76040  
817-354-3580

### **Elementary Schools**

Lakewood  
1600 Donley Drive  
Eules, Texas 76039  
817-354-3375

North Eules  
1101 Denton Drive  
Eules, Texas 76039  
817-354-3505

South Eules  
605 South Eules Main Street  
Eules, Texas 76040  
817-354-3521

Midway Park  
409 North Ector Drive  
Eules, Texas 76039  
817-354-3380

Oakwood Terrace  
700 Ranger Road  
Eules, Texas 76040  
817-354-3386

Wilshire  
420 Wishire Blvd.  
Eules, Texas 76040  
817-354-3529

### **Secondary Schools**

Central Junior High  
3191 West Pipeline Road  
Eules, Texas 76040  
817-354-3350

Eules Junior High  
306 West Airport Freeway  
Eules, Texas 76039  
817-354-3340

Trinity High School  
500 North Industrial Blvg.  
Eules, Texas 76039  
817-571-0271  
817-267-8451

## **Victim Services**

Eules Victim Services  
Kathy Haecker  
1102 West Eules Blvd.  
Eules, Texas 76039  
817-685-1537  
[khaecker@ci.eules.tx.us](mailto:khaecker@ci.eules.tx.us)