

Sonoma Valley

**S. C. O. P. E.**

**Sonoma Citizens Organized to Prepare  
for Emergencies**

# *S.C.O.P.E.*

## SONOMA CITIZENS ORGANIZED TO PREPARE FOR EMERGENCIES



The following pages outline the seven steps to developing your neighborhood SCOPE team and providing ongoing support.

To foster this effort, the Sonoma Valley Fire & Rescue Authority will:

- Provide census forms for identifying households in your neighborhood (included here)
- Provide guidelines for SCOPE team leaders (included here)
- Provide training sessions for SCOPE team leaders
- Attend your neighborhood SCOPE team meeting, when requested

# **Training Sessions for SCOPE Leaders**

- **Organization**
- **Fire Suppression Techniques**
- **Disaster Supplies**
- **Utilities Control**

## THE SEVEN STEPS

1. Define the scope of your neighborhood.
  - Include ten to twenty homes
  - If HOA, segment into manageable groups
2. Build your neighborhood's leadership team.
  - Enlist two to three people
  - Leaders should be
    - Capable
    - Able to respond to rapidly changing situations
    - Creative *and*
    - Committed
3. Take a census of the residents in your neighborhood.
  - Use the enclosed census form
  - Learn their special skills
  - Learn their critical needs
4. Add information about the individual homes.
  - Record location of gas, water and electric shutoffs
  - Understand manual operation of garage door
  - Note availability of special tools for use in emergencies
5. Identify meeting place and, if necessary, possible escape routes.
  - Choose a central meeting place to congregate when emergency occurs

- Define alternative escape routes for evacuation based on specific situations
6. Schedule and conduct a meeting of your residents. (SVFRA Fire Station 1 is available for scheduled meetings with advanced reservations.)
- Introduce team leaders
  - Review results of surveys
  - Discuss central meeting place and escape routes
  - Discuss team actions when emergency occurs
  - Discuss communications and transport to medical control centers
  - Distribute suggested supply list, emergency guidelines and home preparedness steps

7. Ongoing efforts

- Update census information for new residents in your neighborhood
- Review census every four months for changes in residents, their needs and capabilities
- Review your planned meeting place and escape routes every four months
- Inform residents of changes, if any



## SCOPE LEADER TRAINING NOTES

1. Package for each leader
  - a. Block diagram – one for each residence – call if any errors
    - House number
    - Number of residents
    - Telephone number, cell phone numbers
    - Water, gas and electric shutoff locations
    - Meeting place when emergency occurs
  - b. Census forms
    - Leader keeps
    - Emergency contacts not published on block diagram
2. Review census, update block diagram.
3. Reminder: Recruitment is an ongoing process. Encourage neighbors to attend team meetings.

## SCOPE LEADER SUMMARY

*At your team meeting you will be summarizing the information in the **Pocket Guide to Emergency Preparedness** handouts, providing each home with a block diagram, answering residents' questions and determining if you would like to have a Fire Dept. member accompany you on a walk-around of your neighborhood.*

STRESS THE FOLLOWING TO YOUR RESIDENTS:

1. Know where your meeting place is.
2. Know where your utility shutoffs (gas, electricity and water) are located and how to turn them off. Caution residents to NOT turn off gas unless there is a confirmed leak (odor of gas). If you do, the gas company has to come out to turn the gas back on.
3. Know how to open your garage door if power is off. If you are unable to raise the door manually, please tell your SCOPE leader so that assistance can be provided.
4. When emergency happens, go to the defined meeting place for roll call. If resident(s) are not present, some members of your SCOPE team will go check on them.
5. Get cars out of garages and park them in the direction that you have determined would be the best escape route depending on the emergency situation.

*REMINDER: Review and update your census each January, May and September. Call to update your block diagram.*



# Utility Shut Off (When and How)

A major earthquake will break gas pipes, electric lines and water lines. All of these can cause major problems. One of the most devastating results of an earthquake is a gas-fed fire. Broken water pipes can cause water damage to your home. Sparks from electric lines can cause fires.

Locate your gas, water and electric utilities. Make sure your gas, electric and water valves are not rusted or stuck shut. Teach all family members how to shut off all utilities and when to do so.

Show your neighbors where your meters are and make arrangements with them to turn off your utilities if you are not home. Know where the shut-off valves are on your neighbors' houses as well.

## Gas

- Attach an adjustable wrench or a special gas turn off bar to the gas meter so that you won't waste time trying to find one following an earthquake.
- After a major disaster, shut off the gas immediately *only if you smell gas and/or you notice a large consumption of gas being registered on the gas meter.*
- Remember, if the gas is turned off, do not turn it back on. Only a licensed plumber or PG&E can turn the gas back on safely once it's been turned off.



# ***How to Turn Off the Water to Your Home***

Do you know how to turn off the water to your house if there is an emergency? The information below guides you on locating and turning off your water by utilizing the “house valve.”

## **Locating your house valve. . .**

Your house valve is typically located on the outside of your home. It may be in the front, on the side or in the backyard.

Look for a hose bib (outside faucet) next to your home with a pipe coming up from the ground (See Photo 1).

Located on that pipe between the ground and the hose bib is a valve. This is the house valve.

Typically, the house valve will have a wheel or a straight handle for turning.

## **Operating your house valve. . .**

Your house valve can be one of two types: a gate valve (See Photo 2) or a ball valve (See Photo 3).

Gate valves are operated by turning the wheel clockwise until the water is off.

Ball valves are operated by turning the handle a quarter turn clockwise until the water is off.

To verify the water is off, turn on the hose bib next to the house valve. As you turn the house valve off, the water from the hose bib should stop.

To turn the water back on, either turn the gate valve counterclockwise or turn the ball valve a quarter turn counterclockwise.



**Photo 1 –  
Hose-bib and piping**



**Photo 2 - Gate Valve**



**Photo 3 - Ball**

## How to Shut Off Your Electricity



It is important to know where all your home's electrical panels are located and how to turn the electricity off in case of emergency. (There may be more than one panel.)

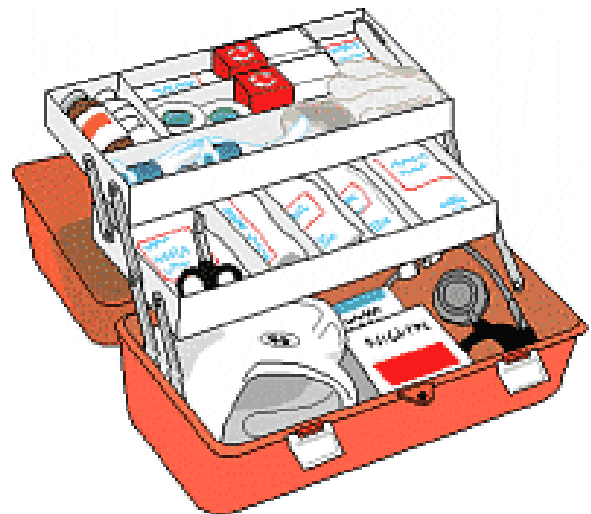
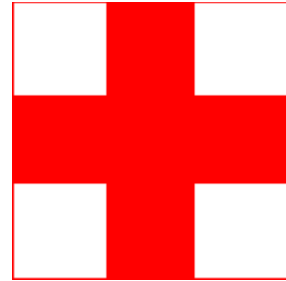
Your home may be equipped with fuses or circuit breakers.

- If your house has fuses, you will find a knife switch handle or pullout fuse that should be marked "MAIN."
- If your home has circuit breakers, you may need to open the metal door of the breaker box to reveal the circuit breakers (never remove the metal cover). The main circuit breaker should be clearly marked showing "ON" and "OFF" positions.
- Remove all the small fuses or turn off all the small breakers first, then shut off the "MAIN."
- If you have any sub-electrical panels next to the main fuse box or breaker panel or in other parts of the home, in an emergency shut them off, too. Shorts can sometimes develop that cause a circuit to bypass the breaker or fuse.
- Make sure to label all circuit breakers or fuses for ease of securing electricity in an emergency.

# **FIRST AID**

## **TOPICS INCLUDE:**

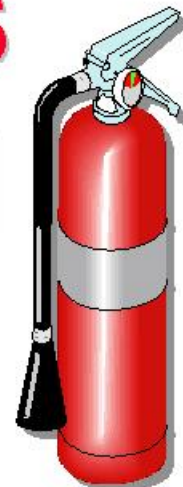
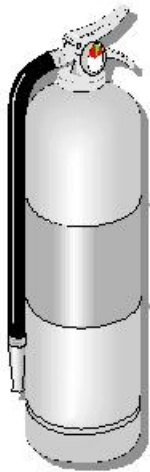
- Patient Assessment
- Basic Airway Management
- Bandaging and Splinting
- Bleeding Control
- Burn Treatment
- Treatment for Shock
- Environmental Emergencies





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# SUPPRESSION TECHNIQUES



SONOMA VALLEY FIRE & RESCUE



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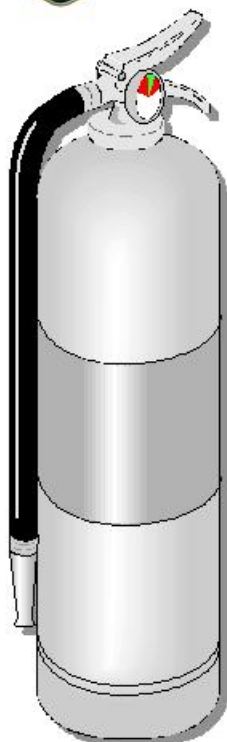
## *Objectives*

- Understand the combustion process and different fire classes.
- Understand fire extinguisher types, operating procedures, capabilities, and limitations.
- Understand basic firefighting concepts:  
**P.A.S.S.**



## Fire Extinguisher Types

### PRESSURIZED WATER



A Trash, Wood, Paper



B Liquid, Grease



C Electrical Equipment

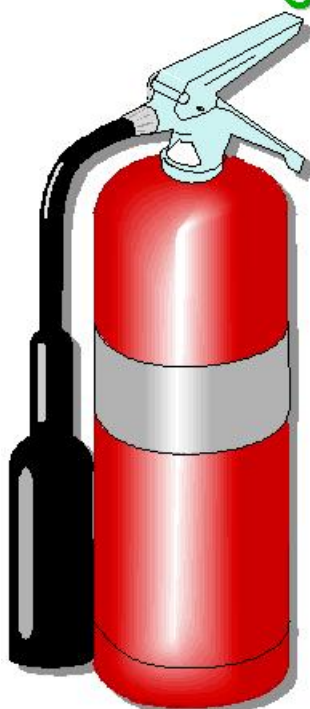


- Class "A" fires only.
- 2.5 gal. water at 150-175 psi (*up to 1 minute discharge time*).
- Has pressure gauge to allow visual capacity check.
- 30-40 ft. maximum effective range.
- Can be started and stopped as necessary.
- Extinguishes by **cooling** burning material below the ignition point.



## Fire Extinguisher Types (cont.)

### CARBON DIOXIDE (CO<sub>2</sub>)



A Trash, Wood, Paper



B Liquid, Grease



C Electrical Equipment

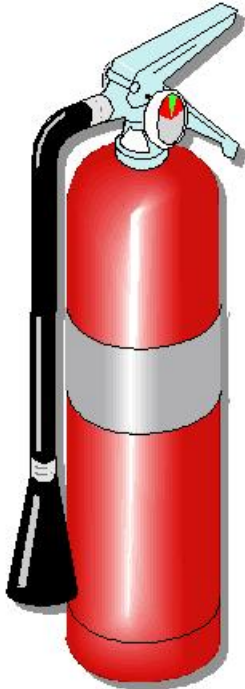


- Class "B" or "C" fires.
- 2.5-100 lb. of CO<sub>2</sub> gas at 150-200 psi (*8-30 seconds discharge time*).
- Has **NO** pressure gauge--capacity verified by weight.
- 3-8 ft. maximum effective range.
- Extinguishes by **smothering** burning materials.
- Effectiveness **decreases** as temperature of burning material increases.



## Fire Extinguisher Types (cont.)

### MULTIPURPOSE DRY CHEMICAL



A Trash, Wood, Paper



B Liquids, Grease



C Electrical Equipment



- Class "A", "B", or "C" fires.
- 2.5-20 lb. dry chemical (*ammonium phosphate*) pressurized to 50-200 psi by nitrogen gas (*8-25 seconds discharge time*).
- Has pressure gauge to allow visual capacity check.
- 5-20 ft. maximum effective range.
- Extinguishes by ***smothering*** burning materials.



## Fighting the Fire

**P**

**Pull the pin**

**A**

**Aim low at the base of flames**

**S**

**Squeeze the handle**

**S**

**Sweep side to side**



## Local Contacts

<b>Sonoma Police Dept.</b>	<b>(Bus.) 996-3602</b>
<b>Sonoma Valley Fire &amp; Rescue</b>	<b>(Bus.) 996-2102</b>
<b>Sonoma City Hall</b>	<b>938-3681</b>
<b>Sonoma Public Works</b>	<b>938-3332</b>
<b>Sonoma Valley Hospital ER</b>	<b>935-5100</b>
<b>PG&amp;E</b>	<b>(800) 743-5000</b>
<b>CHP (Napa)</b>	<b>(Bus.) 253-4906</b>
<b>American Red Cross</b>	<b>577-7600</b>

## Emergency Info

### RADIO

KCBS 740 AM  
KSVY 91.3 FM

### TELEVISION

KRON 4 CH. 4  
KTVU CH. 2  
SVTV CH. 27





## Contact Information:

Captain Joe Morrison  
Sonoma Valley Fire & Rescue Authority  
SCOPE Program Director  
[joem@svfra.org](mailto:joem@svfra.org)  
(707) 996-2102