

Lakeside Plaza Emergency Guide

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ABOUT THIS GUIDE

This guide is intended to help you prepare for an extended power or water outage in the building should one occur. Sometimes you may have an advance warning that an outage is likely to occur---a warning of an approaching storm, for example. Even if you do, however, demands on local stores may make it difficult to get supplies you need to have during the outage.

Please take time to become familiar with this guide. You may save valuable time when an outage does occur and be better able to cope with it. There is information in the guide about food and water, lighting, radios and telephones, heat and cold extremes, and precautions for persons with special needs. There are some "how to" helps: how to purify water, how to flush a toilet during a water outage, and how to drain a hot water tank; and there is a checklist of emergency supplies you will want to have on hand

This guide deals only with power and water outages. It does not provide information concerning a fire emergency or emergency evacuation of the building. That information is contained in the Fire Evacuation Plans which are provided to residents by the condominium association. If you do not have a copy of the Fire Evacuation Plans, you should obtain one from the Manager's Office.

The guide was prepared by your Neighborhood Watch using materials provided by agencies that deal with emergencies: the Federal Emergency Management Agency, the Food Safety and Inspection Service of the U.S. Department of Agriculture, the Red Cross, and the Emergency Management Office of the Fairfax County Police Department.

This guide has been prepared to help you prepare for and cope with a power or water outage. The course of action you actually take is your personal responsibility and is not the responsibility of the Lakeside Plaza Condominium Association or the Neighborhood Watch committee.

If you wish to learn more about preparedness for and conduct during an outage, here are agencies you may wish to contact:

**Federal Emergency Management
Agency**
www.fema.gov
202-566-1600

American Red Cross
www.redcross.org
703-549-8300 (Alexandria Chapter)

**U.S. Department of Agriculture
Food Safety and Inspection Service**
www.fsis.usda.gov
1-888-674-6854

**Emergency Management Office
Fairfax County Police Department**
703-324-2362

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NOTES AND EMERGENCY NUMBERS

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FIRST THINGS FIRST

WHEN THERE IS A STORM WARNING . . .

Have emergency supplies ready. (See the checklist on page 16.)

Fill the gas tank of your vehicle.

Have sufficient cash on hand.

Have sufficient prescription medicines.

Fill clean containers with water.

Fill the bathtub with water.

WHEN THE POWER GOES OUT . . .

Make sure all electric appliances that produce intense heat are turned off or disconnected . . .

- cooking range
- oven
- toaster, toaster oven, electric frying pan, waffle iron
- clothes-pressing iron
- hair dryers and curlers
- any others

When power is restored, these appliances could cause a fire if they were left on and are unattended.

WHEN POWER IS RESTORED . . .

Check to make sure that all electric appliances that produce intense heat are turned off or disconnected.

Inspect food in the refrigerator and freezer for wholesomeness. Throw out food that should not be retained and any food that you are not sure is pure. (See page 6)

Survey your emergency supplies and replenish those you have used up during the outage.

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POWER OUTAGES

NONPERISHABLE FOODS

You should have a supply of nonperishable foods on hand in case of a power shortage. Nonperishable foods are foods that can be kept safely without refrigeration:

- canned meats, vegetables and fruits (unopened)
- canned or boxed juices, milk, and soup (unopened)
- peanut butter, jam and jelly (unopened)
- powdered or granulated foods like powdered milk, fruit juices, and sugar
- raisins
- crackers
- breakfast cereals
- granola bars and trail mix
- hard candy

FOOD IN THE REFRIGERATOR AND FREEZER. . .

Perishable food in an *unopened* refrigerator may be kept safely for about four (4) hours after the power goes out. Some foods may be safely consumed at least six (6) hours after the power goes out: hard cheese (cheddar, Swiss, Parmesan, Romano) and processed cheese; butter and margarine; opened fruit juices and canned fruits; fresh fruit and vegetables; jam and jelly; catsup, mustard, and vinegar-based dressings; bread; waffles, pancakes and bagels; and fruit pies.

Perishable foods include:

- meat, poultry, fish, eggs, and dairy products
- fresh vegetables and fruits
- opened containers of nonperishable foods such as canned meats, vegetables, fruits, juices, soups, and jam and jelly
- salad dressings (but not vinegar-based dressings)
- bread and pastry
- prepared foods containing any of the above foods

Food in the freezer may be kept safely for about 48 hours after the power goes out if the freezer is full and about 24 hours if it is half-full. If you can get it, dry ice (frozen carbon dioxide), placed in the freezer, will keep a freezer compartment sufficiently cold during a power outage. ***Dry ice can burn the skin. It must always be handled carefully and be kept away from unattended children.***

DON'T TRY TO HEAT FOOD

The use of combustible-fuel-burning stoves, food warmers or materials of any kind, in your unit or on your balcony is prohibited by the Fairfax County Fire Marshall. They are a fire

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hazard and if used indoors can make the air unhealthy for breathing.

CONSUMING FOOD DURING AN EXTENDED POWER OUTAGE . . .

Ration food if necessary but have at least one balanced meal a day.

Open the refrigerator door as little as possible.

Consume first: ready-to-eat foods that may spoil if they are not consumed.

Don't eat food if you are not sure it is pure.

WHEN IN DOUBT, THROW IT OUT!

Include vitamin and mineral supplements in your diet.

Eat high-energy foods like peanut butter and jelly, hard candy, granola bars and trail mix.

RE-FREEZING FOOD WHEN POWER IS RESTORED . . .

You can safely re-freeze frozen food that has thawed if it still has ice crystals on it or it is at normal refrigerator temperature (40 degrees F. or below). *Partially thawed ice cream and yogurt should not be re-frozen.*

You can safely re-freeze some frozen food that has thawed even if has been above normal refrigerator temperature (40 degrees F.) for more than two hours:

- hard cheese (cheddar, Swiss, Parmesan, and Romano)
- fruit juices
- vegetables and vegetable juices (but only if they were above normal refrigerator temperature for less than six (6) hours)
- breads (but not cakes)
- waffles, pancakes and bagels

If food is moldy, yeasty smelling or slimy, discard it. Do not re-freeze any food if you are unsure it is safe.

WHEN IN DOUBT, THROW IT OUT!

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WHAT ABOUT THE WATER SUPPLY?

If there is no water outage, we will still have fresh water at the tap. Residents in units on the upper floors of the building may experience a reduction in water pressure because the electrically operated booster pumps Lakeside uses to maintain water pressure to units on the upper floors will stop running when the power goes out.

CONSERVING HOT WATER WHEN THERE IS NO WATER OUTAGE

When there is a power outage, the hot water in your hot water tank will gradually cool, but you can retard the cooling by using hot water only when you need it. (As water is drawn from the tank, cold water flows into the tank to replace the hot water drawn out, reducing the temperature of the tank water.)

Do not close the valve on the cold water pipe entering the tank. A constant supply of cold water coming into the tank is needed to maintain the pressure of the hot water flowing out of the tank. More importantly, if the tank is not full when electric power is restored, the hot water heater will be damaged.

TRASH DISPOSAL DURING AN EXTENDED POWER OUTAGE

Do not deposit trash in the trash chutes during a power outage. (The hydraulic compactors that clear trash from the bottom of the trash chutes will not operate when the power is out.) Deposit trash in the dumpster behind the building.

EMERGENCY LIGHTING

Lakeside Plaza has an emergency lighting system powered by a generator that automatically goes on when the electric power goes out. The corridors and stairwells will be lighted. (The diesel generator also supplies electricity to the building's fire pumps, to one elevator (the elevator closest to Powell Lane), and to emergency lighting in the lobby. *The generator does not supply electricity to the residential units.*)

Plan to have battery-powered lights to provide light in your residence unit. ***Each adult in the household and each school-age child should have a flashlight. You should also have a battery-powered lamp or lantern*** that will illuminate a broader area than a flashlight so that you can carry on activities hands-free with sufficient illumination.

Keep a supply of extra batteries on hand. Use alkaline batteries, like Duracell, rather than cheaper carbon-zinc batteries. Carbon-zinc batteries are prone to leak, especially when the air temperature is high. Do not store batteries near heat; they will deteriorate more quickly. It is not necessary to store batteries in the refrigerator.

Don't use flashlights or lamps powered by rechargeable batteries. They depend on electric power for recharging and will not work once they have run down.

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Do not use candles or kerosene or oil lamps or lanterns. They are a fire hazard and can make the air unhealthy for breathing.

PORTABLE RADIOS . . .

When there is an emergency such as a hurricane, government agencies will make public announcements that may concern the extent of the outage, when public utility services that are not operating can be expected to be restored, and emergency measures that should be taken (if the water supply is unsafe, for instance). The announcements are normally made through the broadcast media, that is, the local radio and television stations and the newspapers.

The timeliest sources for public announcements are local all-news radio stations. WTOP is the only all-news radio station in the area. WTOP broadcasts on AM (1500) and FM (107.7). WMAL (630 AM) intersperses news with talk shows.

You should have an AM/FM portable radio, one that runs on standard batteries or a battery that can be recharged by hand-cranking.

PORTABLE TV'S . . .

You can also get news from the local television stations--channels 4, 5, 7, and 9--if you have a portable television set that runs on batteries. However, the news may not be broadcast by voice as often as on the all-news radio stations and the visual scrolls across the margins of the TV screen that are sometimes used to provide up-to-the-minute weather and emergency information may be too small to read on the portable TV screen.

Cable TV depends on the electric power system and doesn't work during a power outage. Also, most portable TV's don't receive cable channels.

WEATHER CHANNELS AND ALERTS . . .

WEATHER REPORTS: National Weather Service local weather reports and weather emergency information are broadcast continually throughout the day and night on a special weather radio frequency band (162.4 to 162.55 MHz). If you want to receive these weather reports during a power outage, you need to have a portable radio that has a weather frequency band. Some multi-band portable radios have AM, FM, and weather frequency bands.

WEATHER ALERTS: The National Oceanic and Atmospheric Administration which broadcasts the National Weather Service reports also broadcasts a special loud alert tone to warn of an impending weather emergency such as a tornado. To receive this alert tone, you need to have a radio that receives the weather frequency band *and* is specially equipped to receive the alert tone. These specially equipped radios are called "NOAA/SAME" weather radios. You can program the NOAA/SAME weather radio so that it only sounds an alert tone if the emergency affects Fairfax County.

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Community Emergency Alert Network (CEAN): Individuals who have electronic communication devices that can receive “text messages,” such as cellular telephones, pagers, personal digital assistants (PDAs) and e-mail accounts (including dial-up service), can sign up to receive emergency alert messages and updates from the Fairfax County government. You can choose from a list of types of emergencies you want to be alerted to (from severe weather warnings to school closings). The County provides the service free but you bear any charges your telecommunications service provider imposes for the text messages. To sign up for the service, go to the County CEAN website (www.fairfaxcounty.gov/cean) or call the County Emergency Management office at 703-324-2362.

TELEPHONES . . .

You should have a corded "land line" telephone, one that plugs into a wall jack. A cordless telephone set will not work during a power outage because it depends on electric power to operate.

Don't rely on a cellular telephone during a power outage. Cellular antenna sites that relay cellular telephone calls depend on electric power. Some of these sites may not have an alternate power source so that some calls may go through and others may not.

Be aware also that an answering machine will not work during a power outage because it depends on electric power to operate.

TEMPERATURE EXTREMES DURING A POWER OUTAGE

COLD WEATHER: If the power goes out for an extended period in cold weather, you may be able to tolerate the lowered temperature by taking measures to preserve body heat.

Wear layers of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing.

Wear a hat.

To keep your hands warmer, wear mittens instead of gloves.

Eat regularly and drink ample fluids.

Limit your intake of caffeine and alcohol: they cause dehydration.

Do not use combustible-fuel burning stoves or heaters. Their use is prohibited by the Fairfax County Fire Marshall. They are a fire hazard and can make the air unhealthy for breathing

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HOT WEATHER: If the weather outside is very hot, you should take the following precautions:

Eat well-balanced, light, regular meals.

Drink plenty of water.

Limit your intake of caffeine and alcoholic beverages: they cause dehydration.

Wear lightweight, light-colored, loose-fitting clothes.

Draw curtains, drapes, and blinds to keep sunlight out.

Watch for signs of heat exhaustion (heavy sweating, weak pulse, fainting, dizziness, nausea, vomiting, exhaustion, and headaches) and heat stroke (high body temperature; hot, red, dry skin; rapid, weak pulse; shallow breathing; and possibly unconsciousness).

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WATER OUTAGES

HOW MUCH WATER WILL YOU NEED?

You need at least one gallon of water a day for each member of the household:

2 quarts for drinking and
2 quarts for food preparation and hygiene.

You may need more than that if the weather is hot or if there are children, a nursing mother, or a person who is ill in the household.

If you have a pet, be sure to make allowance for water for your pet.

Never ration drinking water. Carbonated beverages, caffeinated drinks and alcoholic beverages are not a substitute for water.

Have a supply of drinking water on hand for emergencies --enough for three days. Keep the water in tightly sealed plastic bottles and store it in a cool, dark place. Mark the date on the bottles and change them every 6 months. (Hint: Stored water will taste better if you pour it back and forth between two containers a few times before drinking.)

Don't rely on purchasing drinking water from a store when the outage arises even if you have some advance warning that there may be or will be a water outage. The demand for water may quickly exhaust stocks in stores especially if the outage is widespread

If you anticipate that there may be a water outage -- if there is a warning of severe weather approaching, for example --fill clean jugs and other clean containers with water from the tap to provide an additional supply of pure water.

If you are reusing containers for water storage, use only plastic containers that have previously held food or beverages and make sure they are clean: wash them with soapy water, rinse thoroughly, and then rinse them again with a household bleach solution (½ teaspoon bleach to 1 pint water). ***Be especially careful to completely sanitize the inside handle of milk jugs.***

PURIFYING WATER AT HOME

If you are not sure that water you need for drinking, food preparation, and hygiene is pure, you can purify it at home. See "*How to Purify Water*" Appendix A-1, p.18.

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FILL YOUR BATHTUB---

When you anticipate that there may be a water outage, you should fill your bathtub to provide a source of water for toilet flushing.

Make sure that water will not leak from the tub. Even if the bottom drain opening is stopped up, the weight of the water can cause it to leak out around the edges of the bottom drain. To be sure that water doesn't leak from the tub, use a flat, disc-shaped rubber stopper that covers entirely the bottom drain and the depression around it. (The stopper will be held fast in place by the pressure of the water on it.)

THE WATER IN YOUR HOT WATER HEATER

If you need to, you can drain water from your hot water tank. See Appendix 2 "*How to Drain Your Hot Water Tank*," p. 19.

FLUSHING THE TOILET

You can flush the toilet by pouring water directly into the toilet bowl. See Appendix 3 "*How to Flush the Toilet During a Water Outage*," p. 20.

CONSERVING WATER

Here are some ways to conserve water during a water outage:

Use disposable paper plates, bowls, and cups and plastic ware to reduce the need for clean-up after a meal.

Wash utensils using two containers: one, with soapy water for washing; the other, with clear water for rinsing. Add a small amount of bleach to the rinse water. (Or use a single container: first fill it with soapy water, wash the utensils and set them aside, empty the container, and then refill it with clear water (with a small amount of bleach added), and rinse the utensils.)

Use waterless hand sanitizing liquid like Purell for cleansing hands. Keep a bottle next to the toilet.

For cleansing your person, use a bowl or basin and a pitcher of purified water and a face cloth. Pour some water into the bowl for washing with soap, empty the bowl, and pour in water for rinsing.

Always use purified water for brushing your teeth.

Flush solid waste down immediately but, to conserve water, flush liquid waste down only after

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more than one use. A conventional bathtub filled to capacity will provide enough water for about 12 flushes of a conventional toilet (more for a newer water-saving toilet.)

Save water you have used for cleansing ("gray water") as a source for toilet flushing. ***Never pour gray water into the toilet tank itself; it may damage or clog the flushing mechanism.***

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PERSONS WITH SPECIAL NEEDS

Lakeside Plaza maintains a list of residents who may need assistance during an emergency. The list is made available to fire and rescue personnel. If you or a member of your household has a special need, that is, a disability or condition that would impair independent movement or communication, you should notify the resident manager so that your name or the name of the special needs person in your household can be added to the list.

Here are some other precautions that you should take:

If you are disabled and there is no other person in your household to look after you, try to arrange also for a relative or neighbor to check on you in the event of an emergency.

Have extra medical supplies on hand (for example, wheelchair batteries, oxygen, medication, and catheters).

Have a list of physicians who should be notified if needed.

Have an emergency supply of special food and drink that you need.

Consider getting a medical alert system so that you can call for help.

POWER COMPANY LIST . . .

The power company keeps a list of persons who are dependent on electric medical equipment. They say that in the event of a power outage, they will do their best to try to restore power to those households as quickly as possible. They also recommend that persons who are dependent on electric medical equipment have battery-powered or manual back-up available. You can apply to be placed on the power company list by calling Dominion Virginia Power or by visiting their internet website (www.dom.com).

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CHECKLIST OF SUPPLIES

You should have enough food and water for three days:

WATER

- For each member of the household: a total of 3 gallons of drinking water, stored in plastic bottles; additional water for any pets in the household. Change them every 6 months.
- Regular household bleach or water purification tablets (for purifying water that may be contaminated)
- Clean containers for collecting and holding pure tap water.

FOOD

Choose from the following list to provide balanced, nutritional meals. Try to include foods that members of the household, especially children, are familiar with.

- Ready-to-Eat Canned Meat, Fish, Vegetables and Fruit, and Canned Dinners
- Canned or Boxed Juices, Milk, and Soup
- High-Energy Foods (Peanut Butter, Jelly, Crackers, Granola Bars, Trail Mix, etc.)
- Cookies
- Hard Candy (like lollipops)
- Dry Breakfast Cereal
- Powered Milk and Juices
- Vitamins and Minerals
- Nonperishable Food for Infants in the Household
- Nonperishable Foods for Members of the Household on Special Diets
- Nonperishable Foods for Pets

HYGIENE AND WATER CONSERVATION

- Waterless Hand Sanitizing Liquid (like Purell) (pump bottle)
- Pump Spray Disinfectant (like Lysol)
- Flat Disc Rubber Bathtub Stopper
- 2-gallon pail (for flushing the toilet)
- Pitcher and Basin for Personal Cleansing
- Tub for Washing Food Preparation Utensils
- Large Container for Collecting Used Soapy Water and Rinse Water ("Gray Water") for re-use for toilet flushing

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- Short Length of Garden Hose or Tubing with a Hose Coupling (for use in filling containers from the hot water tank drain faucet)
- Paper Plates, Bowls, and Cups
- Disposable Plastic Knives, Forks, and Spoons

OTHER SUPPLIES

- Manual (Non-electric) Can Opener
- Eyedropper (for measuring bleach to purify water)
- Corded ("Land line") Telephone (telephone that plugs into a wall jack)
- AM/FM Nonrechargeable Battery-powered (or Hand-Crank Operated) Portable Radio (weather band optional)
- Nonrechargeable Battery-powered Flashlight (one for each adult and school-age child)
- Nonrechargeable Battery-powered Table Lamp
- Extra Batteries

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APPENDIX 1 - HOW TO PURIFY WATER

You can purify water three (3) ways, by--

boiling it,

adding household bleach, or

adding water purification tablets.

Boiling is the best method because it removes more potentially harmful substances than the other two methods. If the power is out, you will have to use one of the other two methods.

BOILING

Bring the water to a rolling boil and boil it for 3 to 5 minutes. Hint: You can make the boiled water taste better by pouring the water back and forth between two containers a few times.

ADDING BLEACH

Add 1/4 teaspoon (16 drops) of bleach to each gallon of water, stir the water, and let it stand for 30 minutes. The water should have a slight bleach odor and taste. If it doesn't, repeat the process and let the water stand for another 15 minutes.

IMPORTANT: You must use regular bleach that contains 6 percent sodium hypochlorite and does not contain any additives whatsoever, like chemicals to scent the bleach or make it "color safe," or other cleaning agents.

[If you don't have an eyedropper-- measure the drops you need as follows: Cut a short length of paper that will readily soak up water (not glossy paper) about 1/2 inch wide by 2 inches long. Fold back and crease one of the short ends of the strip about 1/2 inch from the end. Pour bleach into a spoon and place the paper strip in the bleach so that the creased end dangles over the lip of the spoon. As the paper strip becomes saturated, drops will fall from the end of the strip. Tip the spoon slightly if necessary so that the drops you need will continue to fall.]

ADDING PURIFICATION TABLETS

You can buy tablets for purifying water. Follow the directions that come with the tablets.

Unless you are sure that persons using the treated water are not sensitive to iodine, buy tablets that do not use an iodine salt as the disinfecting agent.

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APPENDIX 2 – DRAINING WATER FROM YOUR HOT WATER TANK

You will need a short length of garden hose or plastic tubing and a coupling to connect the hose or tubing to the heater drain. Drains differ. Your hot water tank may have a threaded faucet. Or the drain opening may be recessed. If it is, you will need to get a short pipe threaded on both ends called a "nipple."

Be aware that the water you draw from the tank may still be hot enough to cause burns.

TO DRAW WATER FROM THE HOT WATER HEATER DRAIN----

Take the following steps in the order given:

1. Turn off electricity either at the hot water tank, if there is an on-off switch, or at the main circuit breaker in your condominium unit.
2. Connect the short hose to the drain opening at the bottom of the tank.
3. Close the intake valve at the top of the hot water tank (the valve that lets cold water into the tank).
4. Open a bathroom *hot water* faucet to let air into the system so that the tank will drain freely.
5. Open the drain valve at the bottom of the tank and fill containers using the short hose.

Let the drawn water stand for 15 to 30 minutes to let any sediment from the bottom of the tank settle to the bottom of the container. If the water is clear and if water from outside the building that may not be free from contamination has not flowed into the tank, it should not be necessary to purify the water for drinking, food preparation or hygiene. If you are not sure, purify the water by one of the methods described in Appendix 1 "*How to Purify Water,*" p. 17.

TO TURN THE HOT WATER HEATER ON AFTER WATER SERVICE IS RESTORED

Take the following steps in the order given:

1. Close the valve at the bottom of the tank and disconnect the hose.
2. Open a bathroom *hot water* faucet to let air out of the system while you are filling the tank.
3. Open the intake valve at the top of the hot water heater to let cold water into the tank. *You can tell that the tank is completely full when water begins to flow continually from the open bathroom faucet.*
4. *Only when the tank is completely full*---turn the electricity back on.

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APPENDIX 3 - TO FLUSH THE TOILET DURING A WATER OUTAGE

You can flush the toilet by pouring water directly into the toilet bowl. To flush an old-style conventional toilet, you will need about two (2) gallons and three (3) quarts of water for each flush. To flush a newer water-saving toilet, you will need less water.

Use water from the bathtub if you have filled your bathtub in anticipation of a possible water outage. You can also use "gray" water (soapy water and rinse water saved from personal and utensil cleansing).

You will need a 2-gallon pail and a container (a pot or another pail, for example) to scoop the water from the tub into the 2-gallon pail.

TO FLUSH AN OLD-STYLE CONVENTIONAL TOILET

Follow these steps:

1. Make sure the level of the water in the bowl is at the normal level. If it is not (if the water level is at the very bottom of the bowl), pour about 3 quarts of water into the bowl to bring the level up to normal level.
2. Fill the 2-gallon pail with water.
3. Pour the water directly into the bowl, steadily and briskly, but do not dump it in the bowl. The water will first rise in the bowl and then be drawn out the opening at the bottom of the bowl, taking the waste with it. When the bowl empties there will be a sputtering sound and a little water will flow back into the bowl, enough to cover the opening at the bottom of the bowl but not enough to bring the level of the water up to normal level.
4. Pour about three 3 quarts of water into the bowl to bring the water level up to normal.

TO FLUSH A WATER-SAVING TOILET

Follow the same procedure, except that you will need less water because the normal level of the water in the bowl is lower than in old-style conventional toilets and because the toilet takes less water to flush.

Using the above emergency procedure will usually flush liquid and solid waste down the toilet, although the flush will not be as clean as it normally is and some residue may remain in the bowl.