

ONTARIO CITY LIBRARY BOARD OF TRUSTEES AGENDA



CITY COUNCIL CHAMBERS
303 E. B STREET • ONTARIO, CA 91764
June 14, 2022 • 6 PM

CALL TO ORDER

6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Bumstead Lanthripe Lawliss Mena Ricci

INTRODUCTIONS

MINUTES

MOTION TO APPROVE MINUTES FOR May 10, 2022 /

Bumstead Lanthripe Lawliss Mena Ricci

PUBLIC COMMENTS

The Public Comment portion of the Library Board meeting is limited to 15 minutes total, with each speaker allowed a maximum of 3 minutes. Additional speakers are allowed 3 minutes each at the end of the meeting. Prior to consideration of each old or new business agenda item, a speaker will be allowed a maximum of 3 minutes to comment on that specific item. Under provisions of the Brown Act, the Library Board is prohibited from taking action on oral requests.

CITY COUNCIL REPRESENTATIVE

CONSENT CALENDAR

MOTION TO APPROVE CONSENT CALENDAR FOR May, 2022 /

- Bumstead Lanthripe Lawliss Mena Ricci

DIRECTOR'S REPORT

STAFF REPORT

1. Ready Ontario: Better Prepared Together (Office of Emergency Management)
2. Readers Advisory (Jana Waitman and Abigail Martinez)

OLD BUSINESS

NEW BUSINESS

BOARD COMMENTS

As a reminder, please make sure board comments pertain to the library and library business.

Bumstead

Lanthripe

Lawliss

Mena

Ricci

FUTURE AGENDA ITEMS

1. Public Display Policy
2. Book Displays
3. Budget 2022-23
4. Great Park Presentation
5. Friends of Ontario City library

ADJOURNMENT

THE ONTARIO CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
OVITT FAMILY COMMUNITY LIBRARY
215 East C Street
May 10, 2021
(Subject to Board approval)

CALL TO ORDER This meeting was called to order by President Nancy Bumstead at 6:00 p.m.

PLEDGE OF ALLEGIANCE Led by Elizabeth Ricci, Board member

MEMBERS PRESENT Board members Bumstead, Ricci, Gina Lanthripe, and Crisol Mena were present.

MEMBERS ABSENT Library Board Member Anne Lawliss was absent.

ALSO PRESENT Executive Community Life & Culture Agency Director Helen McAlary. Library Director Shawn Thrasher. Library Services Manager Kelly Zackmann.

INTRODUCTIONS
No Introductions

MINUTES
Motion: Moved by Lanthripe, seconded by Mena and unanimously carried to approve the April 12, 2022 minutes.

PUBLIC COMMENTS
There were no public comments.

CITY COUNCIL REPRESENTATIVE
City Council Representative Debra Dorst-Porada was not present.

CONSENT CALENDAR
Monthly Statistical Report for April 2022.

Motion: Moved by Lanthripe, seconded by Ricci and unanimously carried to approve the Consent Calendar for April 2022.

DIRECTOR'S REPORT

Library Director Shawn Thrasher let the Board know about the Ontario Culture Fest that is coming up on Saturday, May 21st from 3 to 7 pm and he invited the board to attend if they could. There will be live performances, artist workshops, and food trucks. Shawn also addressed a public comment from the last Library Board meeting where a member of the public had concerns about materials for teens and a conversation she had with a staff member at the Lewis Family Branch

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library. As a result of the public comment, the matter was looked into and it has since been determined that the allegations were unfounded and likely due to a misunderstanding. The Young Adult Graphic Novel collection was looked over with various requirements such as industry reviews and age of the protagonist, and of the 517 graphic novels reviewed in the collection 9 were found to be better suited as adult graphic novels and are in the process of being re-cataloged. The Lewis Family Branch library also moved the Adult Graphic Novel collection to a different area of the library to make a more obvious distinction between the two collections.

Lanthripe asked for an email with the Culture Fest information.

Mena asked about the 9 books that were re-cataloged, if they were pulled or moved. Thrasher said they were moved, not taken out. Ricci asked if the area of graphic novels would be labeled as adult. Thrasher said they would be labeled as such at the end of the shelving aisle. Bumstead asked if there could be a tour of the Lewis Family Branch in the next couple of months. McAlary and Thrasher will be looking into that matter after the meeting.

STAFF REPORT

Youth Literacy (Sofia Araya)

Sofia Araya, Librarian, narrated a PowerPoint presentation about youth literacy.

A copy of this presentation is available upon request from the Library Director.

Bumstead asked what parents wanted when they asked for a bilingual book, if they wanted to learn the other language such as Spanish or if they wanted just a book in both languages. Araya said that they are mostly looking for more exposure to Spanish. Ricci asked in the Nurturing Little Learners ask about what parents were asking about in regards in disciplining children. Araya said this was something parents wanted to learn. Ricci said there was a program that she used with her children that she would like to recommend as it helped her a lot if we were interested in them. Thrasher asked if Ricci would pass along that information and Ricci said she would. Mena asked about partnering up with Ontario Montclair School District to work with staff who is qualified in this area, a man named Nelson Favila. Thrasher said he had the staff members' information. Lanthripe wanted to thank staff for asking parents what they wanted. Lanthripe also had another contact she may know a contact who might want to donate their time. Thrasher said that any contact information would be welcomed. Lanthripe asked to see the internal document that staff is creating for this as Araya mentioned in her presentation. Araya said it was still currently being edited. Thrasher said that yes the document could be viewed when it is done. Bumstead asked if Little Learners was a grant and if we moved it if it no longer was. Ayara said that yes it was a grant and yes it was moved to be funded by the city. Lanthripe said she knew about a mom who was very happy with the Little Learner program had recently added.

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Summer at Ontario City Library (Briana Ochoa)

Briana Ochoa, Supervising Librarian, narrated a PowerPoint presentation about the Summer at Ontario City Library challenge.

A copy of this presentation is available upon request from the Library Director.

Bumstead had a few comments including that she was here the very first day of Lunch at the Library and it was an awesome program with both parents and kids being very appreciative. Bumstead feels this may be her favorite program at Ovitt. Thrasher mentioned that Ontario City Library has a strong partnership with Ontario Montclair School District. Bumstead agreed that other cities and libraries do not have the same relationship. Ricci thanked staff for organizing this program for our city's kids and community. Lanthripe asked if a lot of libraries participate in the park pass and wondered if we based the theme for summer around that. Thrasher mentioned that our theme was always going to be On the Open Read and then the park passes came out. Lanthripe asked about the checkout period, Thrasher said it was the same check out as a book, three weeks. Each library will be getting three passes as that is the limit set by the state. Bumstead asked if she could get a poster of the On the Open Read flyer she saw, Thrasher said we probably could. Mena asked about Lunch at the Library and if it was going to be similar to last year. Thrasher and Ochoa let Mena know that last year we were hosting Ontario Montclair School District summer classes so it would not be the same. Ochoa said it would be the same as prior to the pandemic, that it would be in the meeting room. Mena asked what the dates would be. Ochoa said June 6th through Friday, July 29th. Mena asked if certain kids get the food, Thrasher and other staff explained that we do not ask questions and accept anyone that is 1 to 18 years old. Ochoa mentioned how we have planned programs that take place after the Lunch at the Library program. Ricci asked if a parent must be present, Thrasher said they would need someone there who would watch over them. Mena asked if we promote getting a library card during Lunch at the Library, Thrasher said that staff absolutely do.

5-Year Plan for Satellite Library Services Phase 2A/B (Shawn Thrasher)

Shawn Thrasher, Library Director, narrated a PowerPoint presentation about what the 5-year plan is for a satellite library in Ontario.

A copy of this presentation is available upon request from the Library Director.

Ricci asked for the maintenance fee for the traditional vending machine. Thrasher said there was none, but that staff would be stuck trying to figure out how to troubleshoot issues. Bumstead reminded board members that these plans were based on population, not time. Bumstead mentioned there was a huge vending machine at Rancho Cucamonga's community center that people could check out. Bumstead mentioned that she really wants to bring this to Ontario. Thrasher mentioned there is one of these in Hemet as well. Ricci asked if we knew what model we were going with. Thrasher said that not at this time, the library would wait until we are ready

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as the price and options change. Mena asked about the smart lockers and the vending machines and the difference between the two. Thrasher responded that smart lockers would have specifically requested items and that vending machines would be just staff-selected materials. Lanthripe asked about staffing and if we would need more staff. Thrasher responded that for a satellite location we would most likely need one additional part-time staff member. Lanthripe asked if this would free time up for staff but Thrasher said it would be more to serve additional areas of the community. Mena asked if this would be city-owned, Thrasher responded ideally it would be.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

There was no new business to report.

BOARD COMMENTS

Lanthripe said one person told her recently how appreciative they were that our library was so clean and how much her kids enjoyed the play area at the library. She also clarified that a date listed on Briana's program may have had a wrong day listed, Thrasher was going to look into it so that our marketing for the event is correct. Bumstead suggested pushing out library programs from Ontario Living Magazine on social media as many people are unaware of all the programs we have.

Thrasher mentioned that there were future agenda items that were missed in this agenda but will be there next time.

FUTURE AGENDA ITEMS

There were no future agenda items listed.

ADJOURNMENT

President Bumstead adjourned the meeting at 7:06 pm.

Respectively Submitted

Alysha Cisneros, Librarian

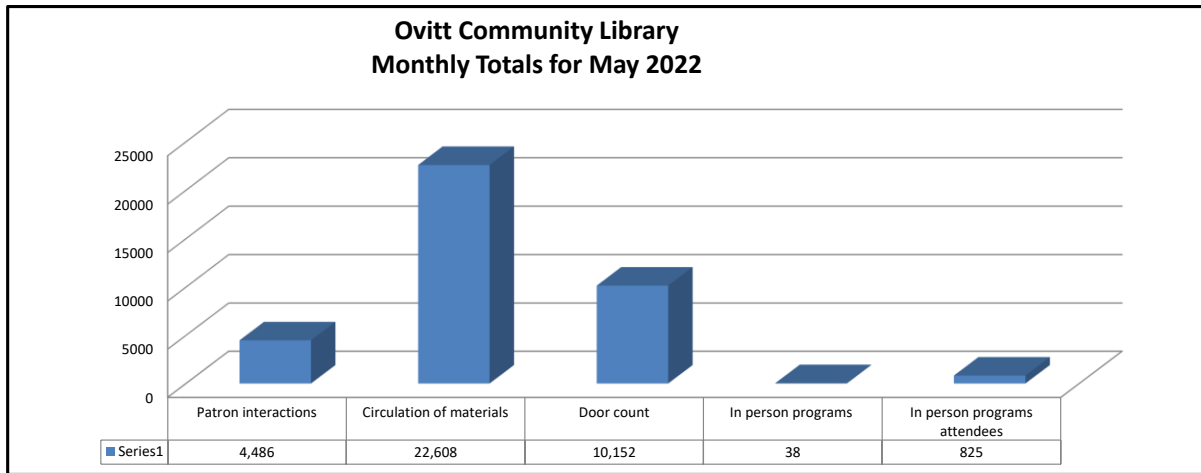
APPROVED:

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Nancy Bumstead, PRESIDENT

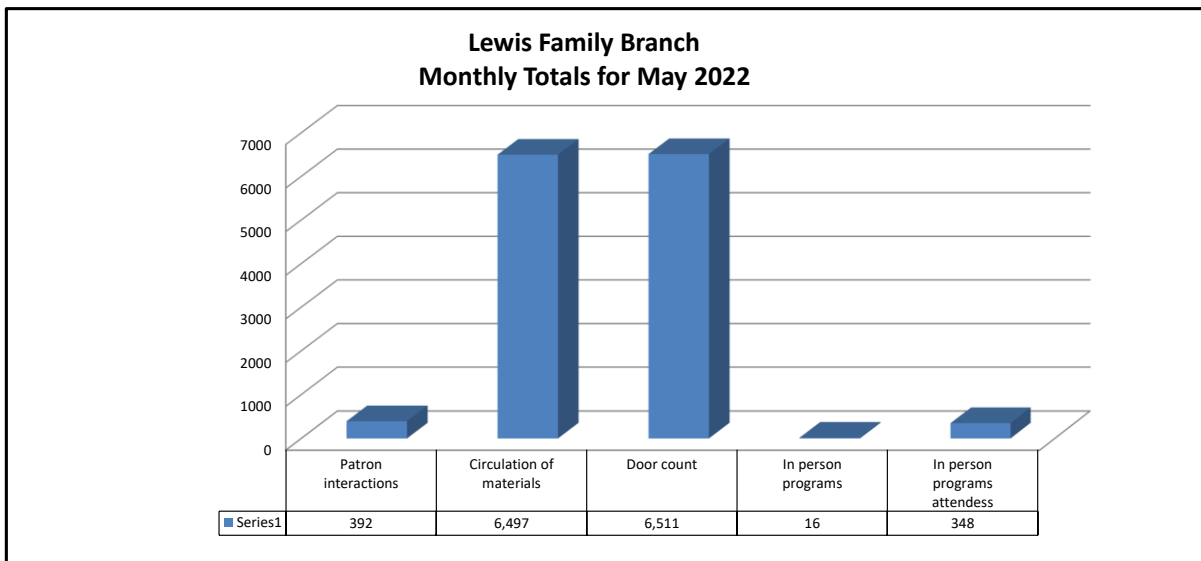
**City of Ontario Ovitt Community Library
Total Statistics for the Month of May 2022 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Ovitt	4,486	22,608	10,152	38	825



**City of Ontario Lewis Family Branch
Total Statistics for the Month of May 2022 during COVID**

Site	Patron interactions	Circulation of materials	Door count	In person programs	In person programs attendees
Lewis	392	6,497	6,511	16	348





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
June 14, 2022

SECTION: STAFF REPORTS

Department: Library
Prepared By: Shawn Thrasher
Staff Member Presenting: Sagar Patel
Shawn Thrasher
Approved By:

Action: Choose an item.

SUBJECT

The Office of Emergency Management based in the Ontario Fire Department will be providing a presentation on the fundamentals to emergency preparedness.

AGENDA REPORT SUMMARY

The goal of this is to build awareness and encourage the whole community to prepare for emergencies in their homes, businesses, schools, workplaces, and communities.

Preparedness should not be complicated.

Residents are encouraged to take three primary actions:

1) build a kit

2) make a plan

3) be informed.

All residents are encouraged to visit the www.ReadyOntario.com website to learn more and find resources to make these three actions simple and easy to do. Additionally, community members are reminded to register their cell phones with AlertOntario, the City's emergency notification system, by texting "ONTARIO" to 888777 or by visiting the www.ReadyOntario.com website.



ReadyOntario

BETTER PREPARED TOGETHER

Office of Emergency Management

June 14, 2022

By the Numbers: The Perfect Storm



- Ontario Population: 180,000
 - Working in Ontario: 85,000
 - Ontario Attractions: 40,000
- 300,000**

When Disaster Strikes

- First Responders will be short-handed
- Communications will be inundated and may not work
- You may be forced to wait for days before help arrives

It's Up to YOU to be Ready!

- Be prepared to take care of:
 - Yourself
 - Your Household
 - Your Neighbors
 - All Ages

24% of Americans know *most* of their neighbors; 66% feel comfortable asking to leave a set of keys with them for emergencies

Be READY Ontario!



1. Get a Kit



2. Make a Plan



3. Be Informed

Remember KPI

Build a Kit

- **Water** (one gallon per person, per day)
- **Non-perishable food** (at least 3-day supply)
- Battery powered or hand crank radio, along with extra batteries (keep batteries in separate baggie)
- Flashlights
- First aid kits
- **Whistle** to signal for help
- **Filter mask** or cotton t-shirt, to filter the air
- Moist Toilettes, **garbage bags** and plastic ties for personal sanitation
- **Wrench or pliers** to turn off utilities
- **Manual can opener**
- Important family **documents**
- **Petty cash** since atm's may not work

Customize Your Kit

- Personalize: health or medical needs, items to help with stress (playing cards, etc.)
- Kit for pets and service animals
- Kit for work (food, water, and walking shoes)
- Kit for car (food, water, first aid supplies, etc.)

Make A Plan

- Plan Where You Will Meet:
 - Inside the neighborhood
 - Outside the neighborhood



Talk to your children's schools, along with your employer about their emergency plans

Make A Plan

- Plan Ahead With Your Car
 - At least half tank of gas all times
- Get insurance!
 - Document your belonging.
 - Know what you're covered for.
 - Ensure you have appropriate insurance for relevant hazards



Make A Plan

- Communications Plan
 - Basics, Family Information, Pets, Work & School Locations
 - Emergency Contact Card
 - Establish an Out-of-Area Contact
 - Consider Texting over Calling

Be Informed

- How will you be informed?
 - Understand weather alerts
 - Follow instructions from authorities
 - Know your neighbors
 - Know where to make donations → Monetary donations are best
- Sign up for Alerts!
 - AlertOntario
 - Text ONTARIO to 888777
 - www.ontarioca.gov/AlertOntario
 - SB Ready App
 - www.sbcfire.org



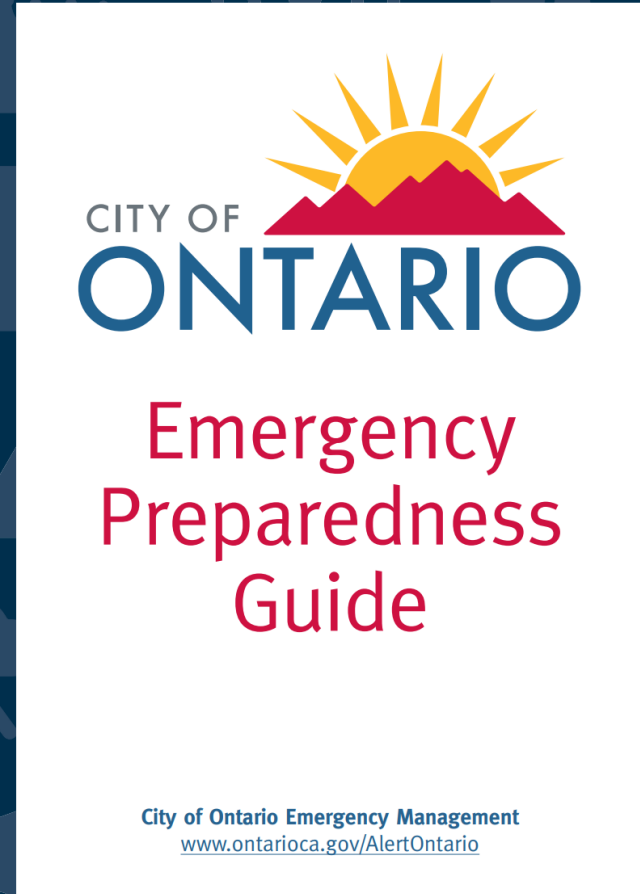
Community Emergency Response Team

CERT Basic Academy

- Disaster Preparedness
- Fire Safety and Utility Controls
- Disaster Medical Operations
- Light Search and Rescue Operations
- CERT Organization
- Disaster Psychology
- Terrorism and CERT
- www.ontarioca.gov/CERT --->Click “**Interest List**”

Complete Emergency Preparedness Guide

- Covers:
 - Kit contents
 - Making a plan
 - Understanding your utilities
 - Developing an evacuation plan
 - Being informed
 - And more!
- Visit our website at www.ReadyOntario.com



To Do List

- Buy or build a **Kit**
- Make a **Plan**
- Be **Informed**
- Register for **AlertOntario**
- Join the CERT Basic Academy **Interest List**

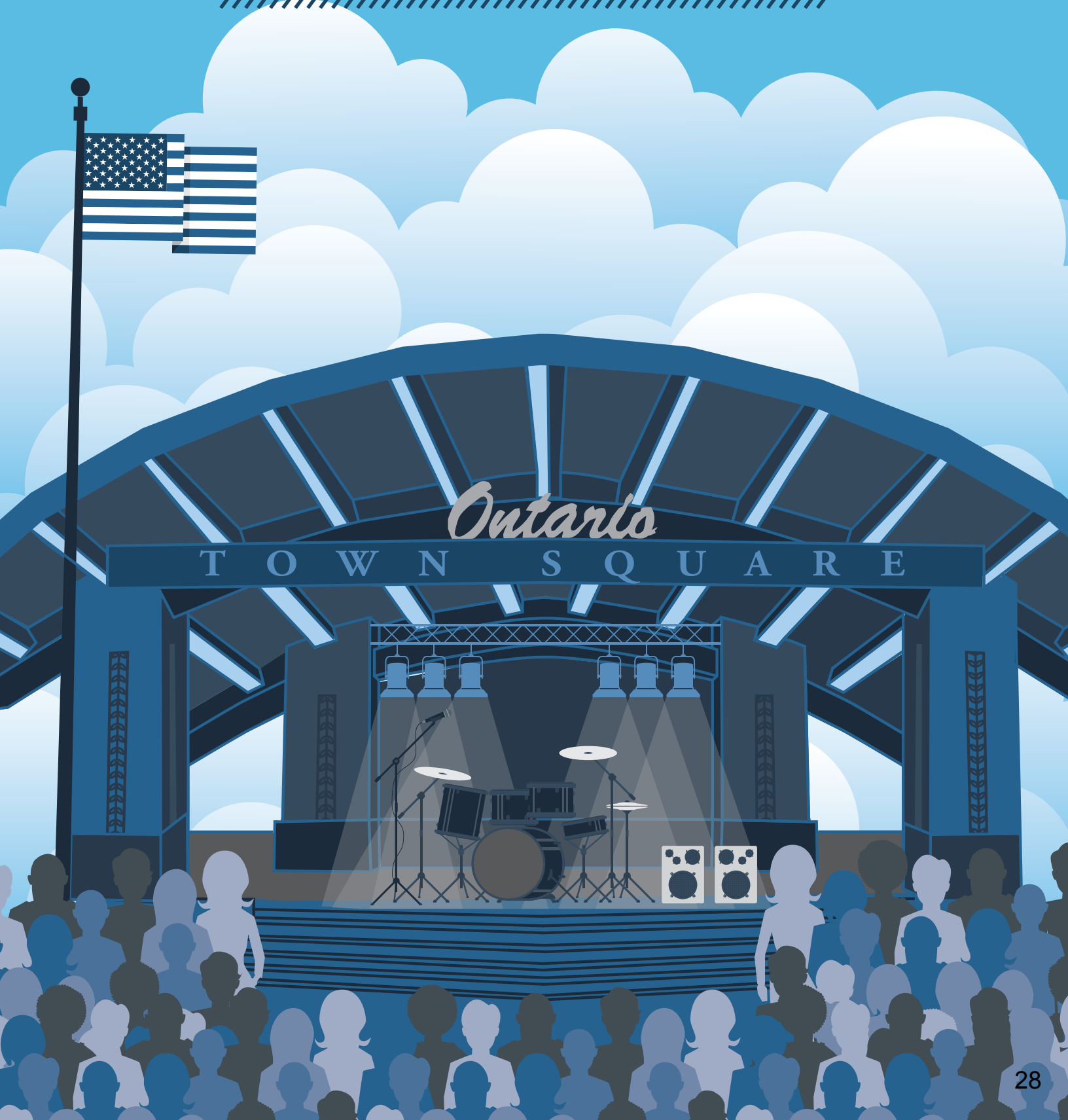


Emergency Preparedness Guide

City of Ontario Emergency Management
www.ReadyOntario.com



FROM US, TO YOU...



CITY OF



ONTARIO

303 EAST "B" STREET, CIVIC CENTER

ONTARIO

CALIFORNIA 91764-4105

(909) 395-2000
FAX (909) 395-2070

PAUL S. LEON
MAYOR

DEBRA DORST-PORADA
MAYOR PRO TEM

ALAN D. WAPNER
JIM W. BOWMAN
RUBEN VALENCIA
COUNCIL MEMBERS

November 5, 2020

SCOTT OCHOA
CITY MANAGER

SHEILA MAUTZ
CITY CLERK

JAMES R. MILHISER
TREASURER

Dear Ontario Resident:

A disaster is an unforeseen natural or man-made event that threatens damage to life and/or property. Disasters can be catastrophic and devastating, unsuspected and frightening; but for those who are prepared, disasters can prove the hardiness of an individual and the resilience of a community. The City of Ontario is such a community that seeks resilience. We maintain a high level of preparedness by training for disaster scenarios that could impact our city such as: biochemical events, earthquakes, fire, floods, pandemics, and terrorism. Vigilance through preparation protects our people, property, and businesses.

Our emergency management system has a passion for public service. We are equipped with a state of the art EOC, extensive training, and city volunteers that are ready to help during an emergency. This collaboration of resources contributes to the safety and well-being of our city. However, in the event of a disaster our emergency management system could be overwhelmed with calls for service. The ReadyOntario Disaster Guide supports the emergency management system by providing vital information that empowers residents to be equipped before, during and after a disaster.

When citizens are prepared, strain is reduced on our emergency management system enabling us to work efficiently to reduce the loss of life and mitigate damage caused to property and businesses. Disaster ready citizens are civic leaders in their community. They contribute to the overall safety of the City of Ontario by assisting their family and being a source of information to their neighbors. The City of Ontario along with prepared individuals can ensure that we collectively together can be ready and resilient for any disaster that may arise in the future. We hope you take this opportunity to be ready Ontario.

Sincerely,

Scott Ochoa
City Manager

www.ontarioca.gov

Printed on recycled paper.

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APPENDIX

- Family Plan Form
- HELP / OK Door Hanger

Sign Up For Important Alert System Emergency Information

AlertOntario

AlertOntario is a mass notification system designed to keep residents and businesses informed of emergencies. Register with AlertOntario to receive:

- Time-sensitive voice messages sent to your home, cell or business phone.
- Text messages sent to cell phones, e-mail accounts and hearing impaired receiving devices.

Register for AlertOntario by texting **ONTARIO** to **888777**

Wireless Emergency Alert (WEA)

During an emergency, alert and warning officials need to provide the public with life-saving information quickly. Wireless Emergency Alerts (WEAs), made available through the Integrated Public Alert and Warning System (IPAWS) Infrastructure, are text messages that alert and warn the public of emergencies and threats. With no sign-up or subscription required, WEAs are an integral part of the greater Emergency Alert System.

Emergency Communication Service

Ontario Emergency Communications Services (ECS) is a specialized detail within CERT tasked with providing auxiliary communications during special events and disasters. The team consists of trained and licensed amateur radio operators. License amateur radio operators may participate in Ontario ECS weekly nets on Thursday evenings at 6 pm on 147.480 Simplex and 447.200 Duplex (minus offset / PL 114.8). For more information about Ontario ECS, please email k6ont@ontarioca.gov.



City of Ontario website:
www.ontarioca.gov/AlertOntario



KFRG 95.1FM

**ECS: 147.480 Simplex and 447.200
Duplex (minus offset / PL 114.8)**



Facebook

**@CityofOntarioCLC, @OntarioFireDept,
@OntarioCalifornia**



Twitter

**@CityofOntario, @OntarioFireDept,
@OntarioPD, @OntarioPDChief,
@OntarioPD_DC, @ReadyOntario**



Instagram

**@CityofOntario, @OntarioFireDept,
@Ontario_PD**



YouTube

@CityofOntario

Nextdoor

The City of Ontario, Ontario Police Department, and Ontario Fire Department each have active pages on Nextdoor to share information on crime prevention, safety, public events, and emergency notifications.

Make an Emergency Preparedness Kit

Why an Emergency Preparedness Kit is needed

Having an Emergency Preparedness Kit in your home is a critical component of effective Emergency Preparedness. With a stored supply of necessary items, you provide your family with a safety net to weather out an emergency.



Include a kit in your **home,**



...in each **car** in your household,



...and in any **recreational** vehicles.

Supplies

- ❑ **Flashlight** Keep several LED flashlights at home and in your vehicles, with a stockpile of appropriate batteries. Glow sticks and emergency candles are options as well.
- ❑ **Radio** Communication is vital in all emergencies. Store multiple radios in your house that have manual/solar charging capabilities. One NOAA Weather Radio is recommended as well.
- ❑ **Clothing** Pack durable, versatile, and comfortable clothes in your emergency preparedness kit. Pack for the seasonal weather in your area.
- ❑ **Trash bags** Store enough large and small size trash bags to last at least 2 weeks during an emergency.
- ❑ **Money** Keep cash on hand in small bills such as 5, 10, and 20 dollar bills. Having \$1000 in cash at home is recommended. Depending on you and your family's needs, the amount may be more or less than the recommended.
- ❑ **Prescriptions** Store a 1-week supply of necessary personal medications, with an additional weeks supply of non-prescription medications.

Supplies (continued...)

- ❑ **Toiletries** Pack toothpaste, soap, toilet paper, hand sanitizer, feminine products, and all other necessary toiletries in your emergency kit.
- ❑ **Water** Store at least one gallon of water per day for each person and pet. At minimum, a 3-day supply of water is recommended.
- ❑ **Utensils** Ensure you have a can opener in working order for use on non-perishable foods as well as eating utensils. If necessary, two can openers is recommended.
- ❑ **Personal documents** Copies of documents such as birth certificates, passports, driver's licenses, social security cards, birth certificates, and others are important to include in your emergency kit.
- ❑ **Nonperishable food** Store at least a 3-day supply of nonperishable food for you and your family's needs. Remember any special dietary needs and avoid foods that will make you thirsty or require special preparation.
- ❑ **First aid kits** are necessary to treat injuries and ailments at home. There are numerous pre-packed first-aid kits online and in store that work well in your emergency preparedness kit.



Containers



Trash bags



Duffel bag



Bucket

For a complete list of supplies, visit: www.ReadyOntario.com

Supplies



Flashlight



Radio



First-aid kit



Clothing



Trash bags



Toiletries



Water



Can opener



Personal documents



Nonperishable food



Money

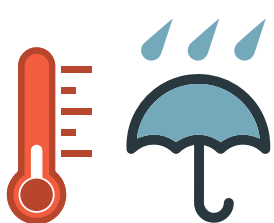


Prescriptions

Maintain Disaster Kits

How to maintain your disaster kit

Once you've put together your emergency kit, you can pat yourself on your back knowing that you'll be prepared for the unexpected. That said, you can only rest easy until it's time to update your kit, which you should do every six months. But here's the good news: Keeping that kit ready in the future takes much less time than putting it together in the first place.



Emergency kit maintenance involves four simple steps:

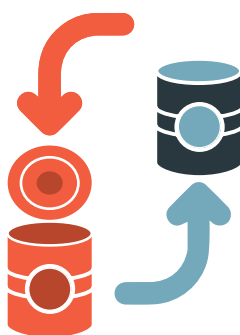
1. Store your kit in a cool, dry place that's out of direct sunlight.

The timelines in this article are based on following this guideline. Heat, moisture and UV rays can all reduce the shelf life of perishable items in your kit.



2. Do a six-month check: Set up a calendar reminder for every six months. When that time arrives, check and replenish all expired food, water, medicines and other perishable supplies; also replace items that will expire within the next six months.

3. Do a more thorough yearly check: Reassess what's in your kit and your emergency plan; update as needed to address changing family needs. Inspect all your gear to be sure everything is in working order.



4. Replenish your kit as needed: If you ever take items out of your kit for any reason, promptly replace those supplies afterward—replace bandages taken out of a first-aid kit, for example.

Animal Preparedness

SMALL ANIMALS

- ❑ **Sheltering** Before the emergency, make arrangements to shelter your animals at two different locations far apart from each other.
- ❑ **Collar** Be sure all dogs and cats are wearing collars with securely fastened current identification, including your telephone phone number and address.
- ❑ **Training** Train both dogs and cats to feel comfortable entering and remaining in a crate for fast transportation during a disaster.
- ❑ **Outdoor pets** Always bring pets indoors at the first sign or warning of a storm or disaster. Pets can become disoriented and wander away from home in a crisis.
- ❑ **Service Animals** A service animal is any dog that is individually trained to perform tasks for the benefit of an individual with a disability.
- ❑ **Pet Kit and Storage** Keep emergency pet leashes that are clearly labeled in an accessible place and store them in sturdy containers that can be carried easily (duffel bags, covered trash containers, etc.)

Supplies



- ❑ Name tags and phone numbers for collars and harnesses.
- ❑ Leashes, harnesses, gloves, and carriers to transport pets safely and securely.



- ❑ Current photos of your pets in case they get lost.
- ❑ Supplies like bowls, cat litter and pans, manual can opener, foil or plastic lids for cans.



- ❑ 3–10 day supply of medications. Medical records stored in a waterproof container.

- ❑ Keep information on feeding schedules, medical conditions, behavior problems, and the name and number of your vet in case you have to board your pets.

- ❑ First Aid Kit (including large/small bandages with elastic tape, scissors, tweezers, Q-tips, antibiotic ointment, saline eyewash, and hydrogen peroxide).

- ❑ Water and food for 3-10 days.

Setup Your Water Storage

WATER STORAGE

- ❑ **How much?** It is recommended to store one gallon of water per person per day for drinking and sanitation. Children, nursing mothers and others may need more.
 - Consider water storage for your pets.
 - Very hot temperatures can double the amount of water needed.
- ❑ **Where to store?** Store water in thoroughly washed plastic, glass, or enamel-lined metal containers.
- ❑ **Do not drink** water from pools, spas, toilet reservoirs, and similar sources. These can be used for sanitary purposes only. Water from these sources contain toxic chemicals and have a high potential of causing diarrhea and dehydration.

DRINKING WATER

How to purify water with bleach:

Eight drops of pure unscented liquid bleach per gallon of water will reduce the contaminants in the water.

The infographic is divided into three sections, each with a title in a dark box above it:

- 1 QUART OF WATER**: Shows a measuring cup and 8 individual drop icons. Text below: "8 drops of bleach".
- 1 GALLON OF WATER**: Shows a large bottle and 16 individual drop icons arranged in two rows of eight. Text below: "8-16 drops of bleach".
- 5 GALLON OF WATER**: Shows a large jug and a spoon. Text below: "1 teaspoon of bleach".

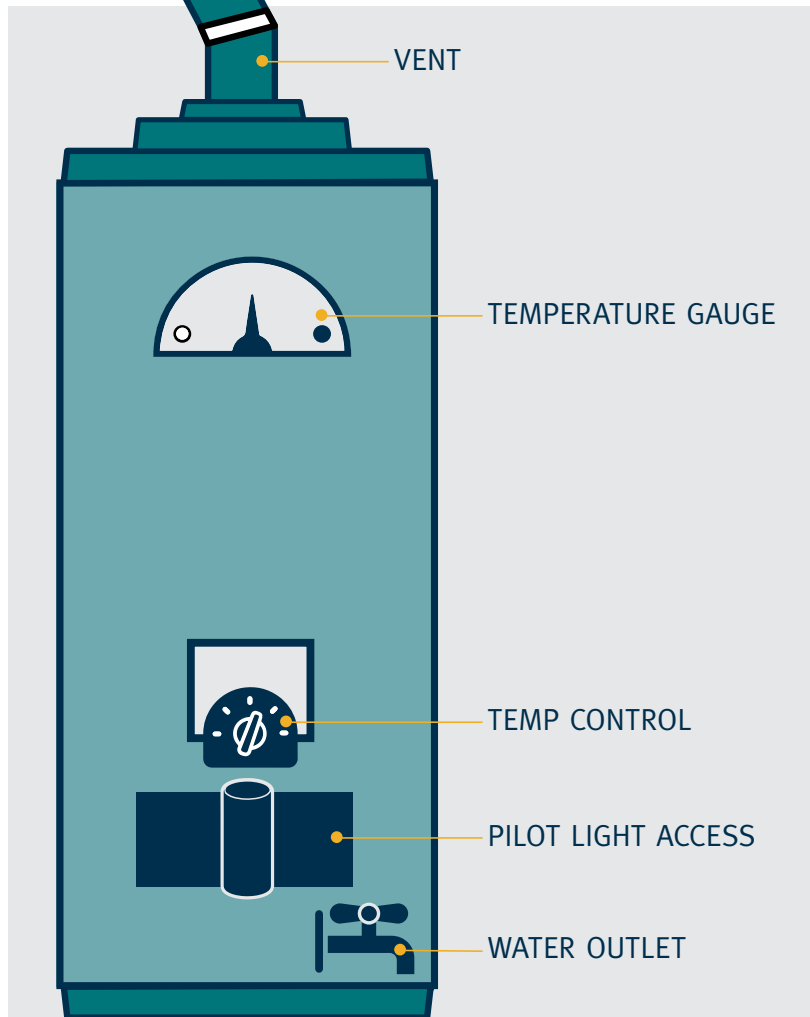
If water is murky or has an odor, add 1/8th teaspoon (8 drops) of regular, unscented liquid household bleach for each gallon of water, stir it well, and let it stand for 30 minutes before you use it.



Water from water heater tank may be boiling hot.

In an emergency you can use water already in your heater tank, plumbing, and in ice cubes.

- ❑ **Use** extreme caution. Let the water cool.
- ❑ **Turn off** cold water supply to the tank.
- ❑ **Open** the drain valve near the bottom.



ACCESSING RESERVES IN YOUR WATER HEATER:

- ❑ **Remember** some sediment at the bottom of the tank may flow at first. Continue to drain the water until it becomes clear.
- ❑ **Don't forget** to clean and sanitize your food and water containers before using them. Wash with soap and water, then fill them with a 10% unscented bleach solution. After 5 min empty the bleach solution and let air dry.
- ❑ **Dirty water** should be first strained through a coffee filter, cheesecloth, or a paper towel to remove suspended matter.

Know Your Utilities



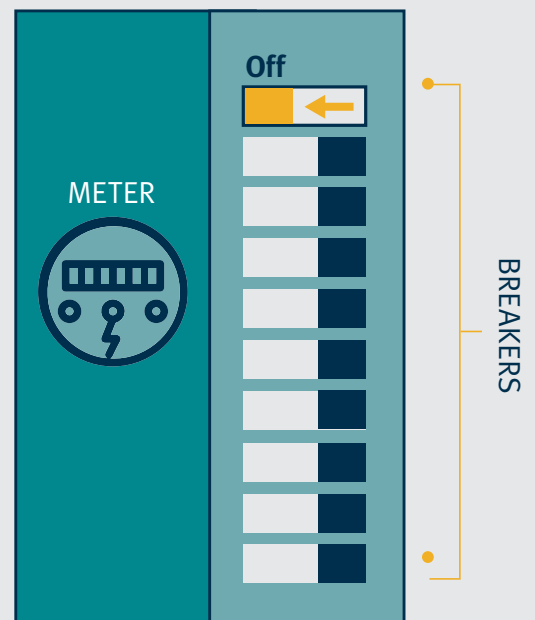
Walk carefully around your property; look for downed power wires, water, or gas leaks and damage to the structure(s). DO NOT enter severely damaged buildings, especially alone. Wait for help and use safety gear.

TURN OFF YOUR ELECTRICITY

❑ Electrical panel

Know where your electrical panel is and which breakers control power to your home. (Be aware of sub panels in your garage or basement)

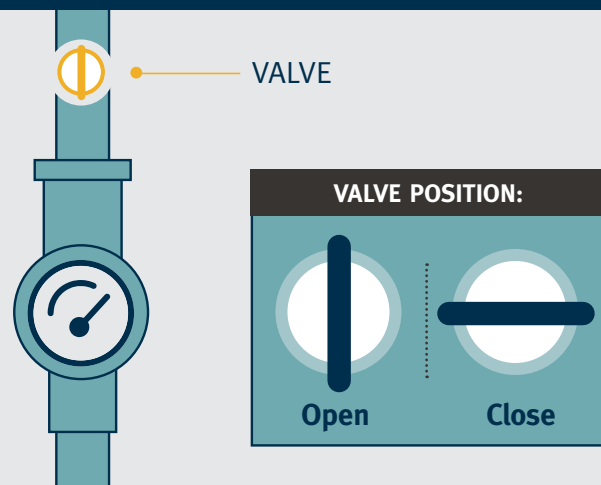
- ❑ **Do not** operate any electrical switches if a gas leak is suspected.
- ❑ **STEP 1: Turn off.** Turn off individual breakers **first**, then the main switch.
- ❑ **STEP 2: Turn on.** Turn on the main switch **first**, then individual breakers.



TURN OFF YOUR WATER

❑ Locate the main valve

The **water shut off** valve is found where the water supply feeds the house.



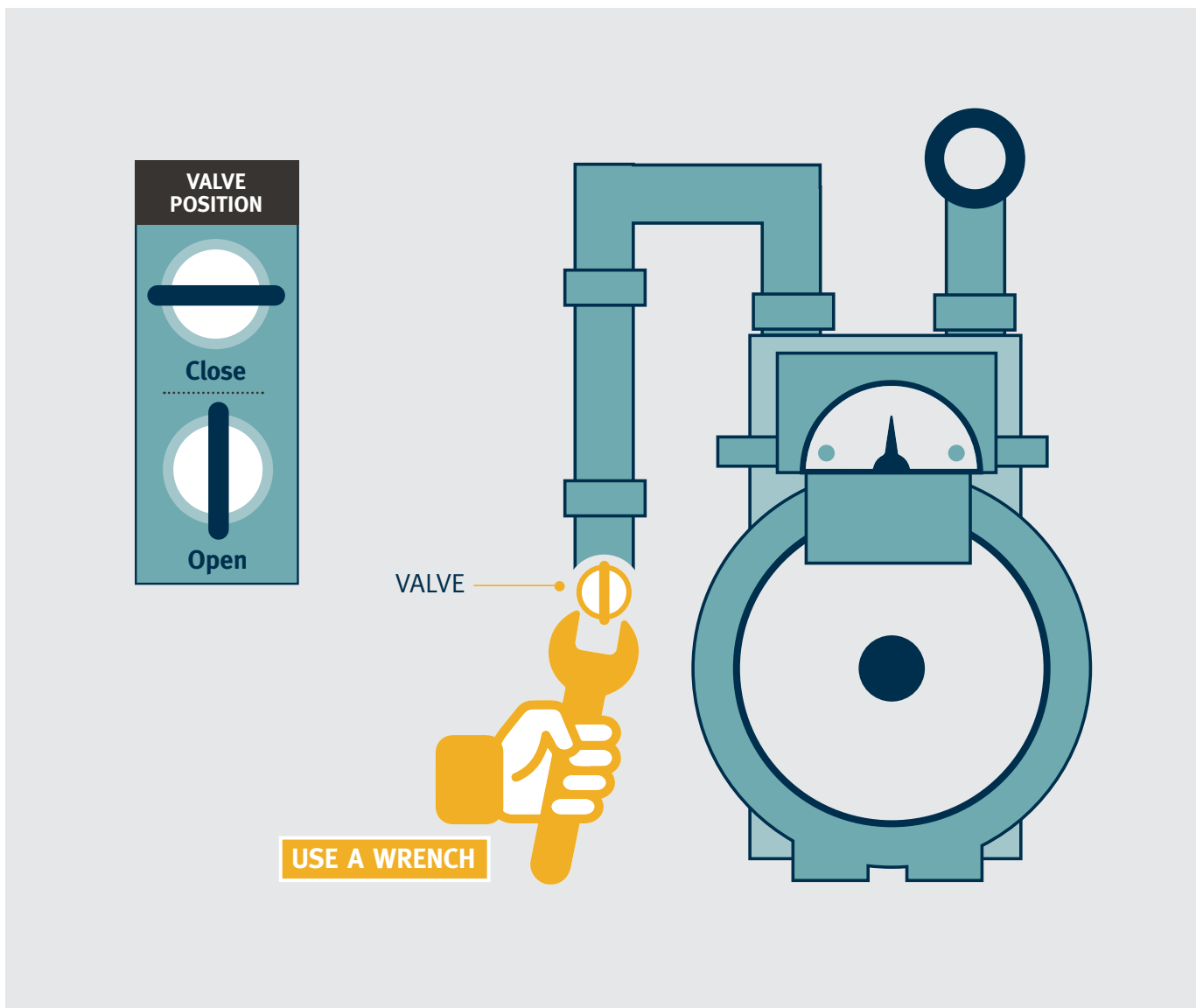
TURN OFF YOUR GAS

❑ **Locate your gas meter**

Learn the location of your gas meter and how to shut off the supply valve.

❑ **Do not** shut off the gas supply valve unless you smell or hear gas leaking.

❑ **Natural gas** If you have “Natural Gas” (a line from the street) the main shut-off valve is located next to your meter.



Create a Family Emergency Plan



Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which types of disasters could affect your area. Know how you'll contact one another and reconnect if separated. Establish a family meeting place that's familiar and easy to find.

Consider specific needs in your household

Tailor your plans and supplies to your specific daily living needs and responsibilities. Discuss your needs and responsibilities and how people in your family network can assist one another with communication, care of children, business, pets, or specific needs like operation of durable medical equipment. Create your own personal network for specific areas where you need assistance. Keep in mind some of these factors when developing your plan:

- Different ages of members within your household
- Responsibilities for assisting others
- Locations frequented
- Dietary needs
- Medical needs (prescriptions and equipment)
- Disabilities or access and functional needs (including devices and equipment)
- Languages spoken
- Cultural and religious considerations
- Pets or service animals
- Households with school-aged children

Identify Individuals in Need of Assistance

Ensure that your Family Emergency Plan includes the needs of all the members of your household. Consider your neighbors as part as your plan. First responders will notify a neighborhood that needs to be evacuated, at this time...please prepare to leave. Neighbors typically perform 70% of all rescues.



- Pregnant
- Mobility Device
- Elderly
- Injured
- Hearing Impairment
- Temporary Disabilities
- Non-English Speakers
- No Access to Transportation
- Baby/Children

Disaster Related Stress

The following are common reactions to disasters:



- Nausea
- Headaches
- Sadness
- Insomnia
- Alcohol/Drug Consumption
- Anger/Irritation
- Loss of Appetite
- Anxiety
- Lack of Focus

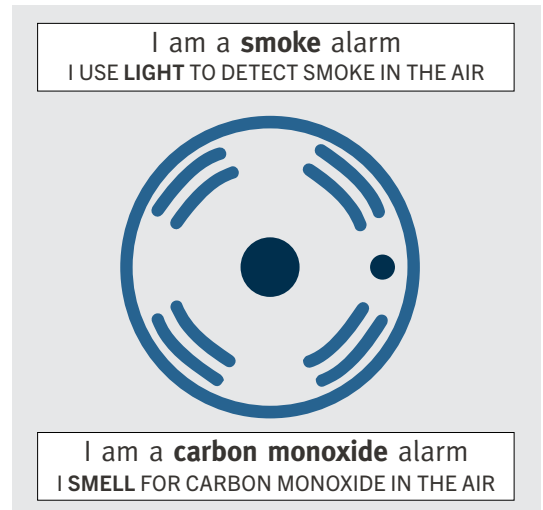
HOW TO COPE

- ❑ **Seek help** from professional counselors who deal with post-disaster stress. Don't hold yourself responsible or feel that you can not help in any of the disastrous events.
- ❑ **Restock** your disaster supplies and update your family plan.
- ❑ **Maintain** a normal daily routine and spend time with your family and friends.
- ❑ **Take steps** to promote your own physical and emotional health by healthy eating, rest, and exercising.
- ❑ **Plan** and prepare for future disasters.

Set Up Your Home

Smoke and carbon monoxide alarms

In the event of a fire, properly installed and maintained smoke alarms will provide an early warning alarm to your household. These alarms could save your own life and those of your loved ones by providing early notification and a chance to escape. Smoke alarms are one of the best safety devices you can purchase and install to protect yourself, your family, and your home from the threat of fire.



Where to put smoke alarms?

Smoke alarms should be installed on every level of your home to detect rising smoke from a fire. They should be placed inside or directly outside of each bedroom and common areas, and in laundry rooms and kitchens where fires can originate. To reduce false alarms when cooking, consider installing smoke alarms at least 10 feet away from any kitchen appliances. If you have a larger home, you'll want to consider more alarms, that are situated in hallways and stairways.

How long will my smoke alarm last?

Most smoke alarms installed today have a life span of approximately 10 years. After this time, the entire unit should be replaced. When installing a new device, it is a good idea to write the date of purchase with a marker on the inside of your alarm so you will know when to replace it.

How do I know if my smoke alarm is working?

We recommend checking your smoke alarms two times a year. When the clocks change for daylight savings, check your smoke alarms as well. Simply press the "test" button on the device and you will hear the alarms activate. If you hear the device making intermittent noises, or chirping, it might be time to replace the device.

Evacuation Checklist



Emergency Supply Kit



Important Documents

- social security card
- driver license
- passport
- medical card
- records of insurance



Cash and Credit Cards



Change of Clothing
for each family member



Family Photos



Personal Hygiene

- toothbrush
- toothpaste
- shampoo
- feminine care
- soap
- lotion
- deodorant
- tissues



Completed Family Plan and Out-of-State Contact List—see appendix



Fuel

Special considerations



Medical Needs

- wheelchair
- canes/walkers
- medicines
- hearing aids
- extra batteries



Baby

- diapers
- formula
- food
- clothing
- wipes



Pets

- identification/tags
- carrier/cage
- food and water
- muzzle
- leash

Evacuation Terminology

Public Safety Officials use specific evacuation terminology as a protective action in certain emergencies to help save the lives of residents, visitors, and first responders. Upon receiving an Evacuation Order, you should leave as quickly as possible. Evacuation routes become severely congested during evacuations.

Types of evacuation orders

Evacuation Order

Evacuation Order means there is an imminent threat to life and property. People and their pets in the Evacuation Order area should evacuate without delay. Law enforcement personnel will clearly state that failure to evacuate may result in physical injury or death, a future opportunity to evacuate may not exist, and resources to rescue you may not be available.

Evacuation Warning

During events with notice or other slowly unfolding incidents where advance warning is available, there may be situations where Evacuation Warnings are warranted. Evacuation Warning means that there is a potential threat to life and property and preparations should be made should an Evacuation Order be issued. Individuals with access or functional needs should consider leaving. If at any time you feel threatened, action should be taken to leave for a safe area.

Emergency notifications

We use two primary notification systems for emergency information. AlertOntario is our **emergency** alert system. Nixle is our **community** alert system, a city sponsored alert system which offers community information, traffic, and city-wide emergency information.



Community Training

Join Community Emergency Response Team (CERT)

CERT is an organized and trained group of volunteers ready to assist in case of a disaster. CERT training is offered to residents and businesses periodically throughout the year.

The program covers: Disaster preparedness, fire safety, disaster medical operations, light search and rescue, CERT organization, disaster psychology, and terrorism.

The CERT program consists of 20 hours of classroom and hands-on training and is free of charge. You must attend all sessions to complete the program. The program is open to individuals age 16 years or older who live or work in the City of Ontario.

WHEN YOU BECOME A CERT MEMBER...

Graduates of the program will have the opportunity to join the City of Ontario's Community Emergency Response Team. When a disaster strikes, CERT volunteers take action by:



Checking on neighbors



Suppressing small fires



Conducting light urban search and rescue



Providing emergency first aid and comfort



Helping to organize and direct spontaneous volunteers along with disaster shelter operations

For more information

Visit: www.ontarioca.gov/CERT

Email: ontariocert@ontarioca.gov



Basic First-Aid

In the event of an emergency, call 911 and perform the following steps...

Hands-On CPR



Call 9-1-1



Check if the person is alert.



Check breathing.



If needed, begin compressions.
Push hard and fast in center of chest.

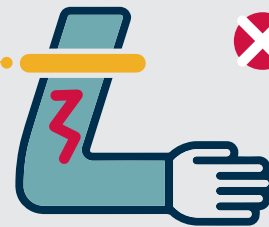


How to stop the bleeding

- Call 9-1-1
- Apply direct pressure
- Elevate injured area
- Wrap with bandage

- Use tourniquet if needed.

Tightly tie a shirt, sheet, towels, etc. 2-4 inches above the wound.



Never apply directly on wound. Only use for limb injuries.

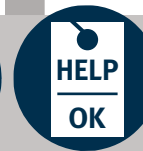
Prepare Your Neighborhood

Communicate with your neighbors

Use the cards on the following page to let your neighbors know that you've evacuated or if you need help.

IF SAFE TO DO SO, CHECK ON THE NEIGHBORS OR CONTACT 911

Before the disaster: Store HELP / OK door hanger under your bed (along with sturdy shoes, leather gloves, and hard hats).

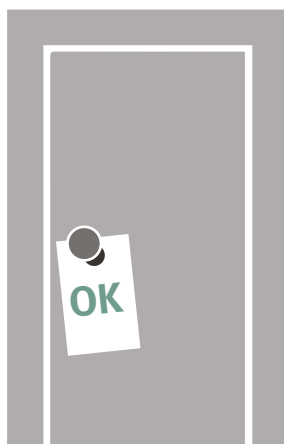


This HELP / OK hanger is located in the appendix

After the disaster: Use this door hanger on the front door or window so it's visible from the street.

FIRST: If houses are safe to enter, check houses with "Help" door hangers displayed and houses that have no cards.

LATER: Check houses with "OK" door hangers to make sure they are ok.



What To Do When Disaster Strikes

First responder agencies will be working to assess damages throughout the city and determine which areas are most severely impacted. They will begin to clear disaster routes so emergency vehicles can get through to help where they are most needed. Utilities and transportation routes will be restored more slowly as they perform assessments and prepare to serve the needs of residents and emergency responders.

WHAT YOU SHOULD DO...

Immediately after a disaster, monitor local media for advisories and instructions from local officials. Instructions will vary according to the disaster.

Review Each Disaster For Specific “Before, During And After” Information:



Active Shooter Response



Disease Outbreak



Earthquakes



Hazard Materials



Home Fires



Power Outages



Storms and Floods



Terrorism

Active Shooter Response



FIRST OFFICERS ON SCENE will **not stop** to help the injured. Their priority is to end the incident as fast as possible. **Rescue teams** will move in after the first officers and will treat and move the injured to safety.

RUN



- ❑ **Get away** That is your top priority!
- ❑ **Leave** behind any heavy belongings.
- ❑ **Help** others if you can, but you must escape.
- ❑ **Warn** others to stay away from the area.

HIDE



TURN OFF YOUR MOBILE PHONE OR SET IN AIRPLANE MODE
Phones that buzz or ring will bring attention to places of hiding.

- ❑ **Stay out** of the shooter's view.
- ❑ **Block** entrances and turn off lights.
- ❑ **Groups of people** should spread out when hiding.
- ❑ **Text 9-1-1** and text message others to silently communicate.
- ❑ **Stay in place** until given the-all-clear signal.

FIGHT!



- ❑ **Commit** to your actions. **Fight.** Do not hesitate.
- ❑ **Rally** others and attack together.
- ❑ **Be prepared** to inflict severe injury to shooter.
- ❑ **Throw** objects or improvise weapons (staplers, scissors, chairs).

Disease Outbreak

Have any nonprescription drugs and other supplies on hand, such as pain relievers, stomach remedies, cough and cold medicines and vitamins.

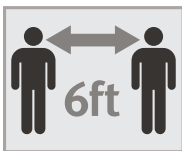
BEFORE...



- Store** two weeks worth of supplies.
- Refill** your prescription medications.
- Maintain** health records in a safe place.
- Consider** vaccinations.

Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

DURING!



- Stay away** from others already sick.
- Cover** your cough.
- Keep** hands clean.
- Contact** your doctor for instructions if you are sick.

WHEN TO WEAR A FACE COVERING?



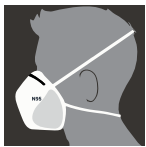
- If you are caring for someone who is sick**
- If you leave your home for essential errands**
- If you are ill, coughing, and/or sneezing**

Before putting on a face covering, **clean hands** with soap and water or rub your hands thoroughly with hand sanitizer. **Avoid touching** your face covering and make sure there are **no gaps** between your face and the covering.

Disease Outbreak

DIFFERENT KINDS OF MASKS

Quality of face masks vary—follow guidelines provided by the CDC.



N95 MASK

Tight fitting, **filters** at least 95% of large and small airborne particles



SURGICAL MASK

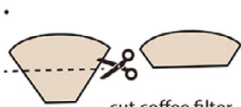
Loose-fitting, **only filters** out droplets —does not filter out airborne particles

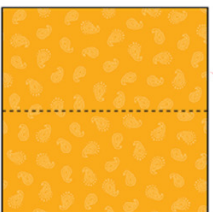



FACE COVERING


Loose-fitting, **contains** coughs and sneezes and prevents droplets to transmit to others


HOW TO MAKE A FACE COVERING


- 


1. cut coffee filter
- 

2.
- 

3. Fold filter in center of folded bandanna.
Fold top down. Fold bottom up.
- 

4. Place rubber bands or hair ties about 6 inches apart.
- 

5. Fold side to the middle and tuck.
- 

6.
- 

7.

For more information, visit www.cdc.gov



Visit these sites to learn about how to prevent the spread of disease.

Center for Disease Control (CDC)
www.cdc.gov

CDC's Influenza (Flu)
www.flu.gov

U.S. Dept of Health and Health Services
www.hhs.gov

San Bernardino County Dept of Public Health: wp.sbcounty.gov/dph

TERMS

- ❑ **Social distancing**, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - Stay at least 6 feet from other people
 - Do not gather in groups
 - Try and stay out of crowded places and avoid mass gatherings.
- ❑ **Quarantine vs. Isolation** **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. **Isolation** separates sick people with a contagious disease from people who are not sick.

WHEN AND HOW LONG TO STAY AT HOME

- ❑ **Safer-at-home order** generally means that citizens should make every effort to stay at home to limit the spread of a virus. In some jurisdictions a safer at home order allows non-essential businesses to remain open if they limit capacity or self-impose physical distancing in their store.
- ❑ **Stay-at-home order** tend to be more aggressive measures. Each city is different but most stay-at-home orders limit movement to essential activities (doctor visits, food, essential workers, etc.). Most states allow residents to go outside for exercise but must maintain physical distancing.
- ❑ **Shelter-in-place order** is the most restrictive. According to the CDC, shelter in place orders usually mean you should stay inside a building, room, or vehicle until additional guidance is given. Despite the more stringent nature of these orders, not all jurisdictions are using them the same. In some locations, public transit continues to operate as well as other essential businesses like grocery stores and pharmacies.

Earthquakes

BEFORE...

- ❑ **Secure your place** by identifying hazards and securing movable items.
- ❑ **Plan to be safe** by creating a disaster plan and deciding how you will communicate in an emergency.
- ❑ **Organize disaster supplies** In convenient locations.
- ❑ **Minimize financial hardship** by organizing important documents, strengthening your property, and considering insurance.

DURING!

- ❑ **Drop, cover and hold on**, when the earth shakes.
- ❑ **Improve safety** after earthquakes by evacuating if necessary, helping the injured, and preventing further injuries or damage.

AFTER.

- ❑ **Check areas** If it is safe, check for gas and water leaks, and broken electrical wiring or sewage lines. If there is damage, turn the utility off at the source and immediately report gas leaks to your utility company.
- ❑ **Stay Clear** Stay away from downed power lines and warn others to stay away. **Avoid gas**, do not attempt to re-light the gas pilot unless your gas line has been thoroughly inspected. Call the Gas Company for assistance.
- ❑ **Public Safety** Cooperate fully with public safety officials and follow instructions; they are trained to ensure safety. **Avoid driving**, do not use your vehicle unless there is an emergency.
- ❑ **After shocks** Be prepared for aftershocks. Stay calm and help others. Notify contacts if you evacuate, leave a message at your home telling family members and others where you can be found.

Building assessment after an earthquake

After a major earthquake, the City of Ontario Building Department will evaluate damaged buildings for usage. Look for these notifications to determine if it is safe to enter any building.



Unsafe

Do not enter or occupy



Restricted Use

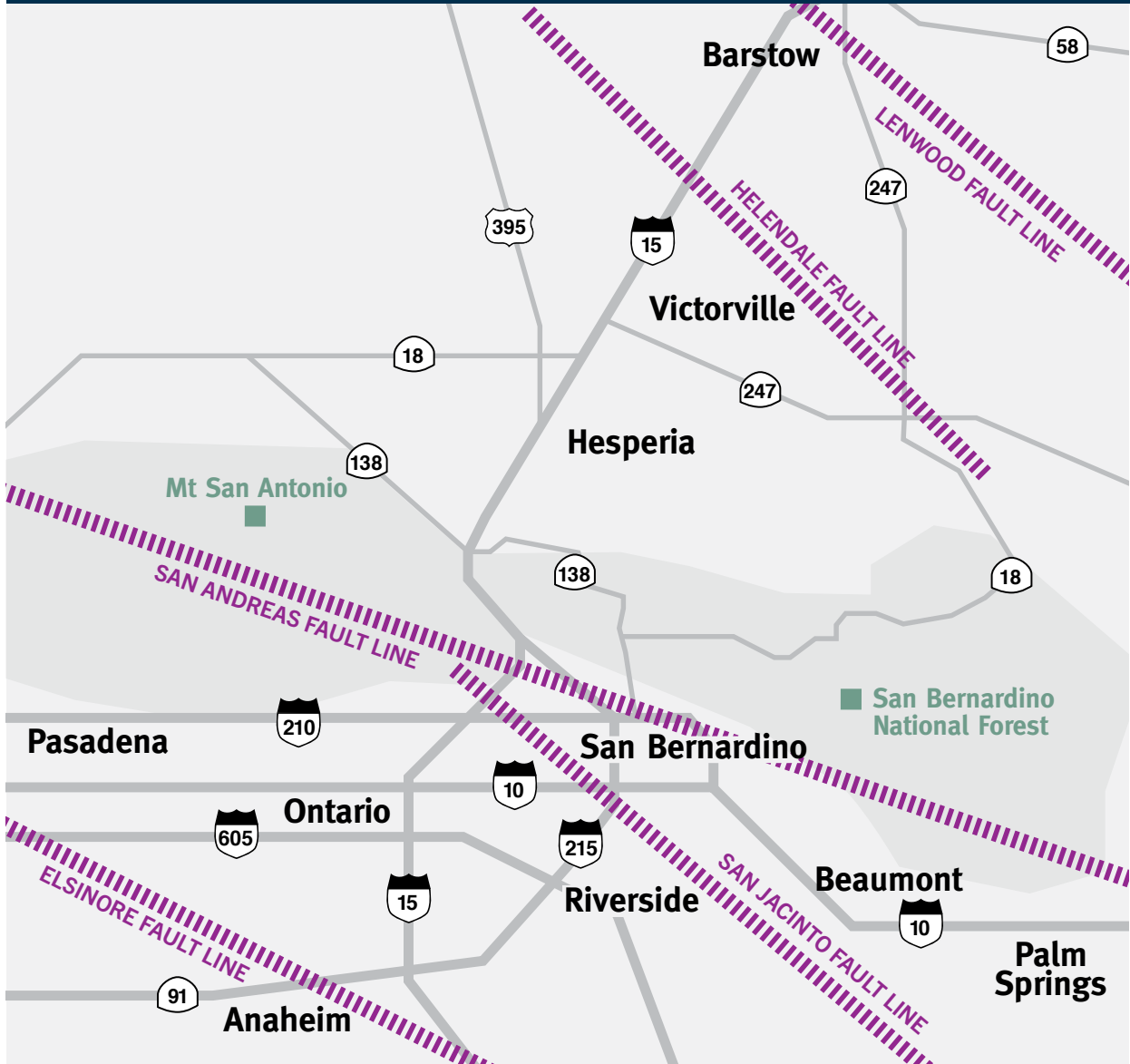
Entry or occupancy is restricted as specified



Inspected

No apparent structural hazard, may have minor damage

WHERE ARE THE FAULT LINES?



Hazard Materials

Hazardous materials can include explosives, flammable and combustible substances, poisons and radioactive materials. Emergencies can happen during production, storage, transportation, use or disposal.

BEFORE...

- ❑ **Build** an Emergency Supply Kit that includes plastic sheeting and duct tape.
- ❑ **Make** a Family Emergency Plan—see appendix.
- ❑ **Know** how to operate your home’s ventilation system.
- ❑ **Identify** an above-ground shelter room with as few openings as possible. Read more about sheltering in place.

DURING!

- ❑ **Listen** to local radio or television stations for detailed information and follow instructions carefully. Remember that some toxic chemicals are odorless.
- ❑ **If you are asked to evacuate, do so immediately.** Stay tuned to the radio or television for information on evacuation routes, temporary shelters and procedures. If you have time, minimize contamination in the house by closing all windows, shutting all vents and turning off attic fans. Take pre-assembled disaster supplies. Remember to help your neighbors who may require special assistance—infants, elderly people and people with access and functional needs.
- ❑ **If you are caught outside, stay upstream, uphill and upwind.** In general, try to go at least a half mile (usually 8-10 city blocks) from the danger area. Do not walk into or touch any spilled liquids, airborne mists or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth or mask while leaving the area. Stay away from accident victims until the hazardous material has been identified.

DURING!

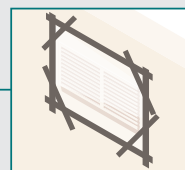
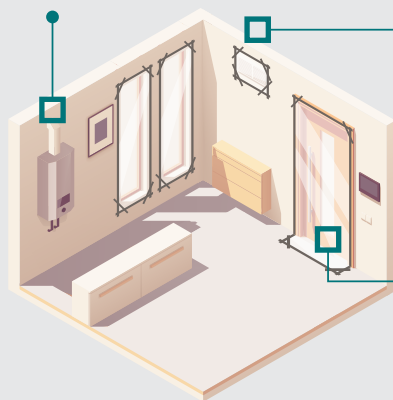
❑ **If you are in your car, stop and seek shelter in a permanent building.**

If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

❑ **If you are asked to stay indoors...**

- Bring pets inside.
- Close and lock all exterior doors and windows. Close vents, fireplace dampers and as many interior doors as possible.
- Turn off air conditioners and ventilation systems, or set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel.
- Avoid eating or drinking any food or water that may be contaminated.
- Go into your pre-selected shelter room.
- Seal gaps under and around the following areas with wet towels, plastic sheeting, duct tape, wax paper or aluminum foil:
 - Doorways and windows
 - Air conditioning units
 - Bathroom and kitchen exhaust fans
 - Stove and dryer vents with duct tape and plastic sheeting

Turn off all fans, heater or air conditioner.



Use duct tape

around the windows and doors and make an unbroken seal.



Tape plastic over any windows in the room.

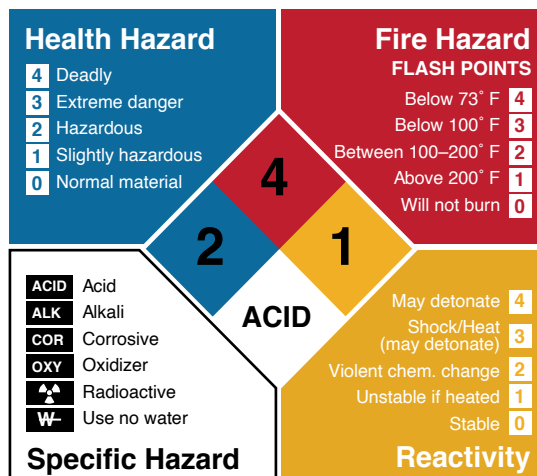
Hazard Materials

AFTER.

- ❑ **Listen** to local radio or television stations for the latest emergency information.
- ❑ **Go** to a designated public shelter if you have been told to evacuate or you feel it is unsafe to remain in your home. Text ONTARIO + your ZIP code to 888-777 to find the nearest shelter in your area (example: shelter 12345). Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.
- ❑ **Follow** decontamination instructions from local authorities.
- ❑ **Seek** medical treatment for unusual symptoms as soon as possible.
- ❑ **Place** exposed clothing and shoes in tightly sealed containers.
- ❑ **Advise** everyone who comes in to contact with you that you may have been exposed to a toxic substance.
- ❑ **Return** home only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- ❑ **Report** any lingering vapors or other hazards to your local emergency services office.
- ❑ **Find** out from local authorities how to clean up your land and property.

HAZARDOUS SIGNS

Warning labels were developed to standardize toxic material notifications for materials like fuel oil, antifreeze, blood, IV bags and tubing. Use this chart to help you how to read and understand hazmat placards. Each number represents the severity of the hazard. The diamond shape in the center concludes with all 4 categories.



Home Fires

In just two minutes a fire can become life-threatening. In five minutes, a residence can, be engulfed in flames.

FIRE IS FAST!

In less than 30 seconds a small flame can turn into a major fire. It only takes minutes for thick black smoke to fill a house or for it to be engulfed in flames. Fire is HOT! Heat is more threatening than flames. Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. Inhaling this super-hot air will scorch your lungs and melt clothes to your skin.

FIRE IS DARK!

Fire starts bright, but quickly produces black smoke and complete darkness.

FIRE IS DEADLY!

Smoke and toxic gases kill more people than flames do. Fire produces poisonous gases that make you disoriented and drowsy. Asphyxiation is the leading cause of fire deaths, exceeding burns by a 3-to-1 ratio.

BEFORE...

❑ Create and practice a fire escape plan

In the event of a fire, remember that every second counts. Escape plans help you get out of your home quickly. Twice each year, practice your home fire escape plan. Some tips to consider when preparing this plan include: Find two ways to get out of each room in the event the primary way is blocked by fire or smoke.

- A secondary route might be a window onto a neighboring roof or a collapsible ladder for escape from upper story windows.
- Make sure that windows are not stuck, screens can be taken out quickly and that security bars can be properly opened.
- Practice feeling your way out of the house in the dark or with your eyes closed.
- Teach children not to hide from firefighters.

Home Fires

BEFORE...

SMOKE ALARMS

A working smoke alarm significantly increases your chances of surviving a deadly home fire.

- ❑ **Install** both ionization AND photoelectric smoke alarms, OR dual sensor smoke alarms, which contain both ionization and photoelectric smoke sensors.
- ❑ **Test batteries monthly.** Replace batteries in battery-powered and hard-wired smoke alarms at least once a year (except non-replaceable 10-year lithium batteries).
- ❑ **On every level of your home,** install smoke alarms, including the basement, both inside and outside of sleeping areas.
- ❑ **Replace** the entire smoke alarm unit every 8-10 years or according to manufacturer's instructions.
- ❑ **Never** disable a smoke alarm while cooking—it can be a deadly mistake.

SMOKE ALARM SAFETY FOR PEOPLE WITH ACCESS OR FUNCTIONAL NEEDS

- ❑ **Audible alarms** for visually impaired people should pause with a small window of silence between each successive cycle so that they can listen to the instructions or voices of others.
- ❑ **Vibrating pad or flashing light smoke alarms** are available for the hearing impaired. Contact your local fire department for information about obtaining a flashing or vibrating smoke alarm.
- ❑ **Use** smoke alarms with a strobe light outside the home to catch the attention of neighbors and emergency call systems for summoning help are also available.

BEFORE...

MORE FIRE SAFETY TIPS

- ❑ **Make digital copies** of valuable documents and records like birth certificates.
- ❑ **Sleep** with your door closed.
- ❑ **Contact** your local fire department for information on training on the proper use and maintenance of fire extinguishers.
- ❑ **Consider** installing an automatic fire sprinkler system in your residence.

AFTER.

The following checklist serves as a quick reference and guide for you to follow after a fire strikes.

- ❑ **Contact** your local disaster relief service, such as The Red Cross, if you need temporary housing, food and medicines.
- ❑ **Regarding insurance,** if you are insured, contact your insurance company for detailed instructions on protecting your property, conducting inventory and contacting fire damage restoration companies. If you are not insured, try contacting private organizations for help.
- ❑ **Check** with the fire department to make sure your residence is safe to enter. Watch out for any structural damage caused by the fire. The fire department should make sure that utilities are either safe to use or are disconnected before they leave the site. DO NOT attempt to reconnect utilities yourself.

AFTER.

- ❑ **Conduct** an inventory of damaged property and items. Do not throw away any damaged goods until after an inventory is made.
- ❑ **Begin** saving receipts for any money you spend related to fire loss. The receipts may be needed later by the insurance company and for verifying losses claimed on your income tax.
- ❑ **Notify** your mortgage company of the fire.

PREVENT!

The following checklist serves as a quick reference and guide for you to follow after a fire strikes.

- ❑ **Cooking**
 - Stay in the kitchen when you are frying, grilling or broiling food. If you leave the kitchen for even a short period of time turn off the stove.
 - Wear short, close-fitting or tightly rolled sleeves when cooking.
 - Keep children away from cooking areas by enforcing a “kid-free zone” of three feet around the stove.
 - Position barbecue grills at least 10 feet away from siding and deck railings, and out from under eaves and overhanging branches.
- ❑ **Smoking**
 - Smoke outside and completely stub-out butts in an ashtray or a can filled with sand.
 - Soak cigarette butts and ashes in water before throwing them away.
 - Never toss hot cigarette butts or ashes in the trash can.
 - Never smoke in a home where oxygen is used, even if it is turned off.
 - Oxygen can be explosive and makes fire burn hotter and faster.
 - Be alert—don’t smoke in bed! If you are sleepy, have been drinking or have taken medicine that makes you drowsy, put your cigarette out first.

PREVENT!

❑ **Electrical and Appliance Safety**

- Frayed wires can cause fires. Replace all worn, old or damaged appliance cords immediately and do not run cords under rugs or furniture.
- If an appliance has a three-prong plug, use it only in a three-slot outlet.
- Never force it to fit into a two-slot outlet or extension cord.
- Immediately shut off, then professionally replace, light switches that are hot to the touch and lights that flicker.

❑ **Portable Space Heaters**

- Keep combustible objects at least 3 feet away from portable heating devices.
- Buy only heaters evaluated by a nationally recognized laboratory, such as Underwriters Laboratories (UL).
- Check to make the portable heater has a thermostat control mechanism and will switch off automatically if the heater falls over.
- Only use crystal clear K-1 kerosene in kerosene heaters. Never overfill it.
- Use the heater in a well-ventilated room.

❑ **Fireplaces and Wood stoves**

- Inspect and clean wood stove pipes and chimneys annually and check monthly for damage or obstructions.
- Use a fireplace screen heavy enough to stop rolling logs and big enough to cover the entire opening of the fireplace to catch flying sparks.
- Make sure the fire is completely out before leaving the house or sleeping.

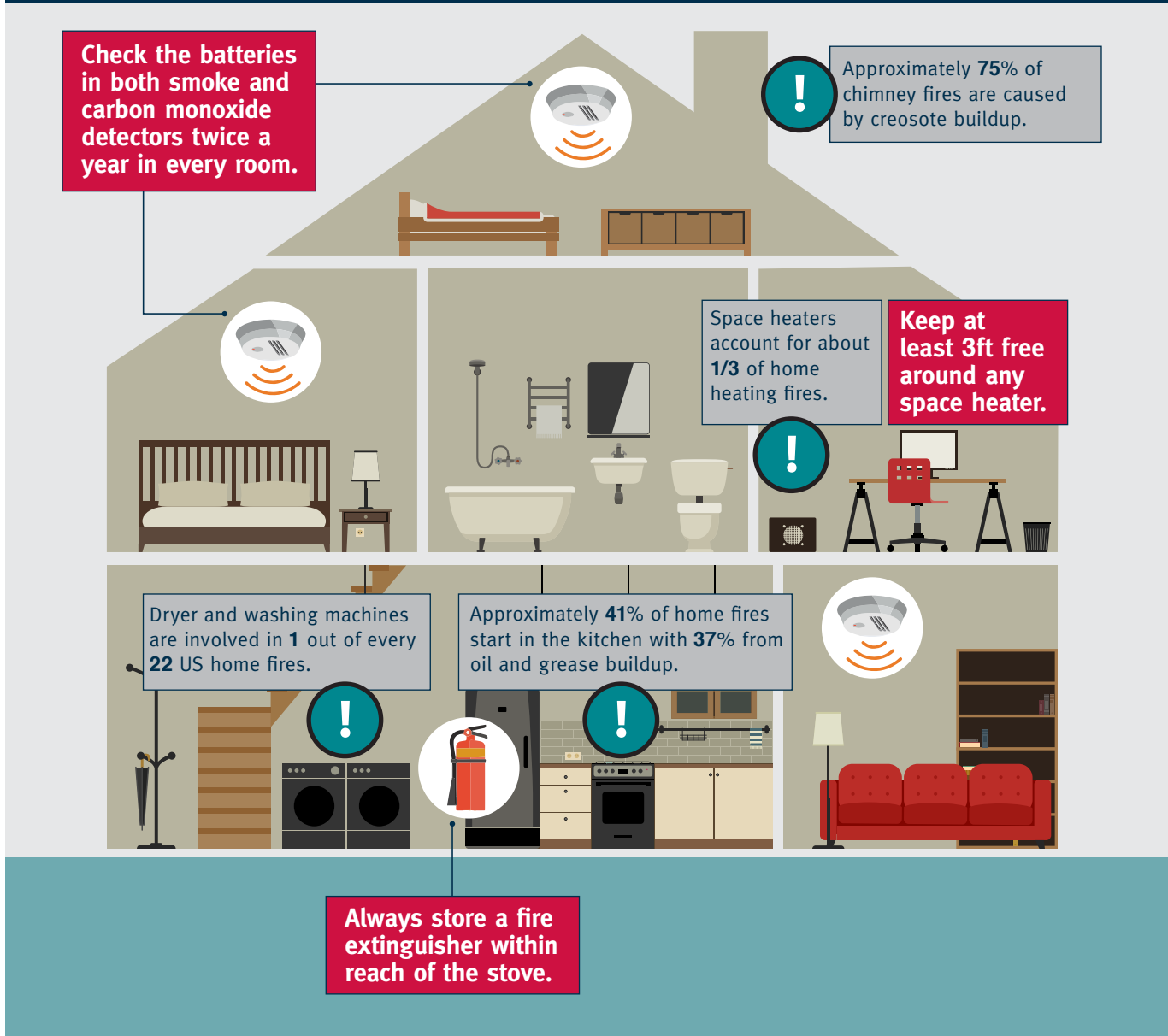
❑ **Children**

- Take the mystery out of fire play by teaching children that fire is a tool, not a toy.
- Store matches and lighters out of children's reach and sight, preferably in a locked cabinet.
- Never leave children unattended near operating stoves or burning candles, even for a short time.

MORE PREVENTION TIPS

- ❑ **Never** use a stove range or oven to heat your home.
- ❑ **Keep** combustible and flammable liquids away from heat sources.
- ❑ **Portable Generators** should NEVER be used indoors and should only be refueled outdoors or in well ventilated

HOME FIRE SAFETY



Power Outages

BEFORE...

- ❑ **Build** or restock your emergency preparedness kit, including a flashlight, batteries, cash, and first aid supplies.
- ❑ **Charge** cell phones and any battery powered devices. Also keep alternative charging methods at all times.
- ❑ **Learn** about the emergency plans. Click here for more information: www.ReadyOntario.com.
- ❑ **Fuel up or Charge up** Maintain the proper fuel or charge for your vehicle. If you use your car to re-charge devices, do NOT keep the car running in a garage, partially enclosed space, or close to a home, as this can lead to carbon monoxide poisoning.
- ❑ **Buy** ice or freeze water-filled plastic containers to help keep food cold during a temporary power outage.

DURING!

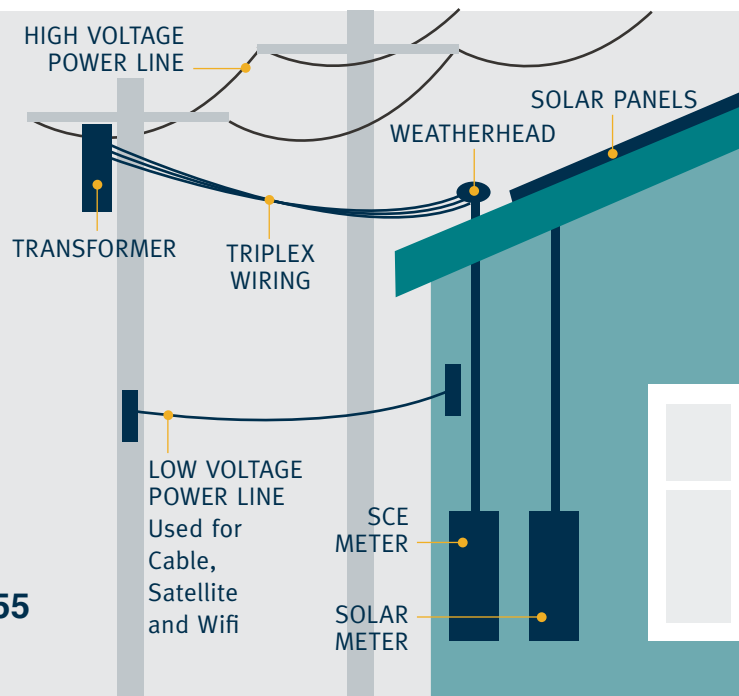
- ❑ **No flames** Open flames are dangerous during a power outage. Only use flashlights for emergency lighting; candles can cause fires.
- ❑ **Food** Keep refrigerator and freezer doors closed. An unopened refrigerator will keep food cold for about 4 hours.
- ❑ **Power off** or disconnect all appliances and equipment in case of a momentary power “surge” that can damage computers and other devices. Consider adding surge protectors.
- ❑ **Purchase** If you are considering purchasing a generator for your home, consult an electrician or engineer. Make sure it remains outside of the house.
- ❑ **Dress** to prepare for the weather. If it’s cold outside layer clothing to stay warm and never use the oven as a source of heat. During a heatwave find places where it is cool, and avoid layering clothes.

IDENTIFY YOUR POWER GRID

The City of Ontario does not provide the electricity for the city; we rely on Southern California Edison (SCE) for electricity. Edison International is the parent company of Southern California Edison and Edison Mission Group.

If electrical power lines are down, don't touch them. Keep your family and pets away. Report downed lines to 9-1-1.

SCE Customer Service: **1 (800) 655-4555**
Report an outage: **1 (800) 611-1911**



AFTER.

- ❑ **Throw away** any food that has been exposed to temperatures 40° F (4° C) for 2 hours or more or that has an unusual odor, color or texture. When in doubt, throw it out!
- ❑ **Check** If food in the freezer is colder than 40° F and has ice crystals on it, you can refreeze it.
- ❑ **Restock** your emergency kit with new batteries, canned foods and other supplies used.
- ❑ **Contact** your doctor or your local pharmacist if you're concerned about medications having spoiled.
- ❑ **Reset** Unplug any electrical appliances before resetting your circuit breaker to protect them from a power surge.
- ❑ **Information** Do not call 9-1-1 for information—call only to report a life threatening emergency. If you do need to make a call, use the 3-1-1 number instead for any additional information.

Storms and Floods

Flooding is a temporary overflow of water onto land that is normally dry. Floods are one of the most common hazards in the U.S. They can affect an area as small as a local neighborhood or community, to as large as an entire river basin and multiple states.

BEFORE...

- ❑ **Assess** the safety of your residence and belongings.
- ❑ **Clean** drains and gutters around the house.
- ❑ **Maintain** all slopes in a safe manner.

DURING!

- ❑ **Do not cross** rapidly flowing streams.
- ❑ **Check** drainage systems at your home and driveways.
- ❑ **Watch** for mudslides and adjust drainage to reduce mudslides.

AFTER.

- ❑ **Return home** only after officials inform you it is safe to do so. Don't return to your flood damaged home if area is not safe.
- ❑ **Sandbags** may help divert flood water, however they do not help when there is significant debris flow.
- ❑ **Drive slowly** and carefully as many roads may have mud, debris, holes, and washed-out areas.
- ❑ **Assess** damage; check hillsides, houses.

WHEN IT'S RAINING...

- ❑ **Plan** to arrive at your home or destination in a safe neighborhood. Remain there until well after the storm has ended.
- ❑ **Wait** This could be hours or sometimes even days after the rain has stopped. Be particularly alert when driving. Watch the road for collapsed pavement, mud, fallen rocks, and other hazards.
- ❑ **Watch** Bridges may be washed out, and culverts over stopped. When you see water across a roadway, it may be difficult to see whether the road under the water has been washed away.

SAFETY TIPS FOR FLOODS



Have a plan in place before an evacuation is ordered.



Avoid walking or driving through flood waters.



Talk to your neighbors about their plans, and encourage them to evacuate early.



If there is a chance of flash flooding, move immediately to higher ground.



Disconnect electrical appliances and do not touch electrical equipment.



Turn on your TV/radio. You will receive the latest weather updates and emergency instructions.

Terrorism

In San Bernardino County, “If You See Something, Say Something™” provides guidance to citizens on how to report questionable behavior or situations such as an unattended backpack in a public place or someone trying to break into a restricted area. Notably, the initiative does not promote spying on others, or making judgments based on beliefs, thoughts, ideas, expressions, associations or speech unrelated to criminal activity.

BEFORE...



SEE something, SAY something!

- ❑ **Observe surroundings** Terrorists look for high visibility targets such as sporting events, political conventions, international airports, and high-profile landmarks.
- ❑ **Report threats** Call or text to 911 or 1-877-A-THREAT. Submit a tip, lead, or threat to the Joint Regional Intelligence Center by clicking [here](#).
- ❑ **When traveling** keep track of your belongings—do not accept packages from strangers. Locate emergency exits and stairways for buildings, subways, and crowded public areas.



Preparing for terrorist attacks is the same as preparing for fires, earthquakes, and other emergencies.

- ❑ **Keep** emergency supply kits.
- ❑ **Train** in how to use fire extinguishers.
- ❑ **Practice** evacuation drills and procedures.
- ❑ **Get certified** in CPR and first aid.
- ❑ **Establish** a family meeting place and create an emergency communications plan.

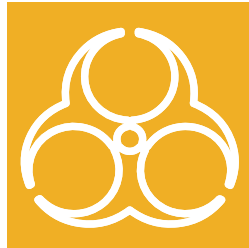
Report a tip, lead, or threat directly to the to Joint Regional Intelligence Center at: www.jric.org

TYPES OF TERRORISM



Arson

www.atf.gov/arson



Bioterrorism

www.ready.gov/bioterrorism



Chemical attacks

www.ready.gov/chemical



Cyberterrorism

www.ready.gov/cybersecurity



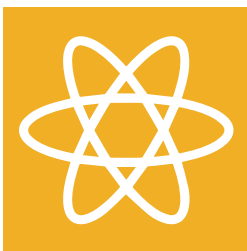
Hijackings

www.wrc.noaa.gov/wrso/security_guide/hijack.htm



Suspicious packages

www.fbi.gov/file-repository/suspicious-package-indicators.pdf/view



Nuclear attacks

www.ready.gov/nuclear-explosion



Radiological attacks

www.ready.gov/radiological-dispersion-device



Shootings

www.ready.gov/active-shooter



APPENDIX



This appendix includes:

- Family Plan Form
- HELP / OK Door Hanger



step 1: your family's name in this box

step 2: your family information

ADDRESS _____

MAIN LANDLINE PHONE _____

NAME _____

PHONE _____ CELL _____

EMAIL _____

OTHER # or SOCIAL MEDIA _____

NAME _____

PHONE _____ CELL _____

EMAIL _____

OTHER # or SOCIAL MEDIA _____

NAME _____

PHONE _____ CELL _____

EMAIL _____

OTHER # or SOCIAL MEDIA _____

NAME _____

PHONE _____ CELL _____

EMAIL _____

OTHER # or SOCIAL MEDIA _____

NAME _____

PHONE _____ CELL _____

EMAIL _____

OTHER # or SOCIAL MEDIA _____

step 3: list your family's meeting locations

LOCATION #1 _____

Instructions: _____

LOCATION #2 _____

Instructions: _____

LOCATION #3 _____

Instructions: _____

step 4: local contacts

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

DOCTOR #1 _____

PHONE _____

DOCTOR #2 _____

PHONE _____

DOCTOR #3 _____

PHONE _____

VET _____

PHONE _____

keep important numbers and information

Information Phone Line:

911 for **EMERGENCIES** | 909-986-6711 for **NON-EMERGENCIES**

Facebook and Twitter:

CITY: @CityofOntario

POLICE: @OntarioPD

FIRE: @OntarioFireDept

Web: www.readyontario.com

step 5: out-of-area contacts

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

step 6: insurance info

HOMEOWNER/RENTAL POLICY #1

CONTACT _____

ACCT.# _____

AUTO POLICY COMPANY #1

CONTACT _____

ACCT.# _____

AUTO POLICY COMPANY #2

CONTACT _____

ACCT.# _____

FAMILY MEDICAL INSURANCE #1

CONTACT _____

ACCT.# _____

FAMILY MEDICAL INSURANCE #2

CONTACT _____

ACCT.# _____

FAMILY MEDICAL INSURANCE #3

CONTACT _____

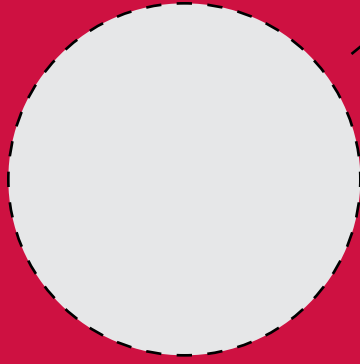
ACCT.# _____



OK

WE ARE OKAY AND HAVE EVACUATED. CONTACT US AT:

Blank white rectangular area for contact information.



HELP

WRITE HOW MANY ARE IN NEED OF HELP AND WHAT AID IS NEEDED:

A large white rectangular area intended for writing the response to the prompt above.

This guide was designed to meet low-vision standards where possible.

ACKNOWLEDGMENTS

City of Ontario Fire

Jordan Villwock, Fire Administrative Director

City of Ontario

Sagar Patel, Emergency Manager

Chapman University

Claudine Jaenichen, Associate Professor in Design, Chapman University, Orange, Ca.



CITATION AND CONTENT CREDIT

Los Angeles Fire Department “LAFD Emergency Preparedness Guide” (2019)

Dr. LuAn K Johnson “Map Your Neighborhood” Program

City of Newport Beach Emergency Management Program “Emergency Preparedness Guide” (2020)

Ready.gov contributed to “Where to Get Help to Cope”

The Guemil Project by Rodrigo Ramirez (www.guemil.info)

REI www.rei.com/learn/expert-advice/how-to-maintain-your-emergency-kit.html (2020)

Ready.gov www.ready.gov/hazardous-materials-incidents and www.ready.gov/home-fires (2020)





CITY OF ONTARIO COMMUNITY LIFE & CULTURE

Agenda Report
June 14, 2022

SECTION: STAFF REPORTS

Department: Library
Prepared By: Jana Waitman
Staff Member Presenting:
Jana Waitman & Abigail Martinez

Action: Report & File

SUBJECT

Readers advisory as a core library service and library collection highlights

AGENDA REPORT SUMMARY

Reader's Advisory is a core service offered at libraries to the community that involves suggesting a variety of fiction and non-fiction titles to readers. Often, patrons are looking for something new to read but do not know where to begin. Through the reader's advisory process, library staff interviews, researches and makes appropriate suggestions of library materials. While conducting a short interview where staff listen to the patron's interests, library staff will determine what the patron is looking for and suggest books based on those interests.

Library staff will utilize several tools to find titles to suggest to patrons, starting with the library catalog (physical materials) and CloudLibrary (digital books and

downloadable audiobooks). Fantastic Fiction is a website that documents authors and their works, which is useful for finding a specific book in a series. Goodreads is a website that has reviews and booklists on specific subjects and genres.

The greatest tool available to patrons is library staff and the passion they show for books. In addition to their own reading preferences, staff have a familiarity with books through a variety of sources. These include communicating with colleagues and other patrons, reading book reviews, and spending frequent time in the stacks becoming familiar with materials. This familiarity allows library staff to booktalk an item to a patron – essentially, selling a book using knowledge, passion and enthusiasm. Booktalking allows staff to connect with patrons on a more personal level and share titles in an engaging way that ideally leads to a new reading opportunity for patrons.

Previously, readers were exclusively either print readers or digital readers, but the pandemic has caused a shift where readers are more omnivorous readers, consuming all types of books. Readers are willing to take a chance on multiple options available to them and will try an audiobook when they previously were only print readers. Readers will seek out trending titles in their community which includes fiction and non-fiction.

Ontario City Library has unique collections that support the reading habits of the community. A few examples of these collections would be romance books on the cloudLibrary digital app, the self-help print collection, the financial print collection, and the print YA and Adult manga collection, one of the highest circulating collections in the library.

Patrons come to the library to seek their next read because library staff are trusted authorities on literature. Library staff have built that trust over many years and grown the library's reputation through the work of the highly dedicated staff. Through reader's advisory, library staff share passion and enthusiasm with the community.

Reader's Advisory & Collection Highlights

Presented By:
Abby Martinez & Jana Waitman
June 2022

Reader's Advisory

DENNIS LEHANE

Shutter Island DENNIS LEHANE

40

RBA

EL HOMBRE MILAGRO

WILLIAM R. LEIBOWITZ

Camille



LEMATRE

ALFAGU

SP FICTION L

Tres días y una vida

236

Pierre Lemaitre

QUE TE VAYA COMO MERECES

GONZALO LEMA

rocaeditor

JONATHAN LETHEN

HUÉRFANOS DE BROOKLYN

SP FICTION

LICEN

La felicidad de los perros

RODRÍGUEZ

MIKE LIGHT

EL FUEGO EN EL QUE ARDO



HISTORIA DE UNA CAUTIVA
Judith Lindbergh

Histórica

DEXTER POR DOS

JEFF LINDSAY

Dexter por dos
Jeff Lindsay

books4pocket
Narrativa

A MUERTE Ø DEXTER

JEFF LINDSAY

SP FICTION

Deseo



CAUTIVO de MIS DESEOS

JOHANNA LINDSEY

CORAZÓN FUGITIVO



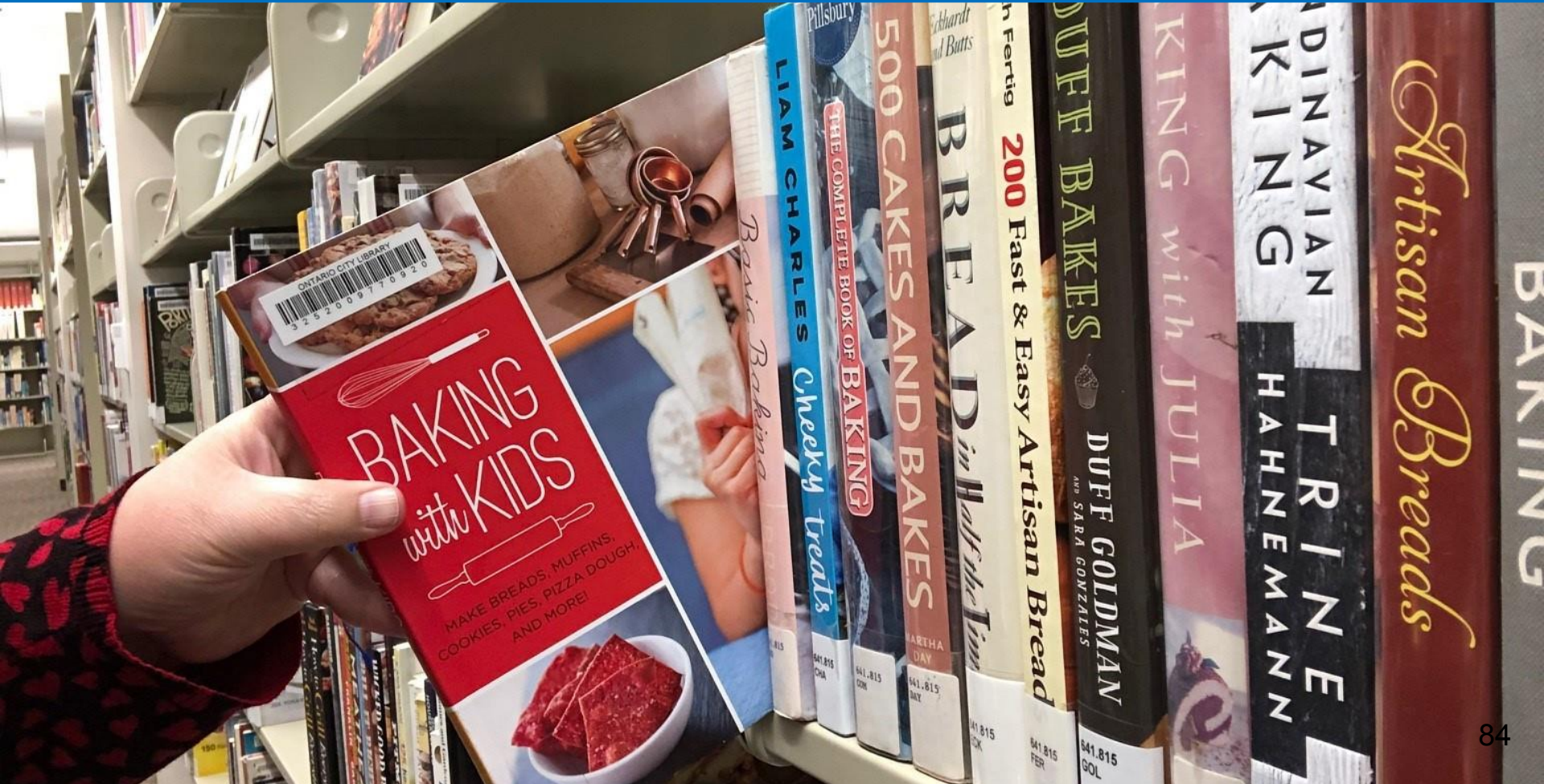
JOHANNA LINDSEY



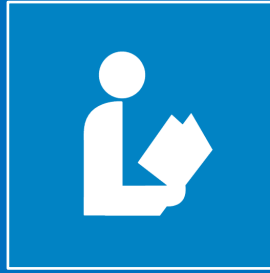
Why Reader's Advisory Matters



Patron Interview



Useful Tools



Library Catalog

FANTASTICFICTION

Fantastic Fiction



cloudLibrary



Good Reads

Trending Materials



Collection Highlights



Community Trust



Questions?