

Dear Valued Customer,

Thank you for choosing Owens for your respiratory and sleep therapy needs. We are delighted that you have chosen us, and we extend our heartfelt gratitude for placing your trust in us.

Our commitment at Owens is to provide you with the highest quality care and support. Our dedicated team is eager to help you achieve the most from your prescribed treatment.

We believe effective communication is key to our mutual success. As part of our commitment to your well-being, we may periodically contact you to verify usage, compliance, or discuss supply replacements as required by your insurance. Your cooperation is crucial for maintaining continuous care and achieving optimal health outcomes.

Please don't hesitate to reach out with any questions or needs you might have. Your comfort, satisfaction, and well-being are our utmost priorities. Contact us anytime at 1-800-MY-OWENS or via email at <a href="mailto:owens@myowens.com">owens@myowens.com</a>.

Thank you once again for choosing Owens. We are honored to support your healthcare journey and look forward to serving you with excellence.

Sincerely,

The Owens Team

### **BIPAP AND CPAP UNITS**

### Information for Our Customers



### **Purpose:**

Bi-level Positive Airway Pressure (BIPAP) and Continuous Positive Airway Pressure (CPAP) units are electrical devices that use a motor and a blower to maintain a flow of air that provides pressure to your airways, preventing them from collapsing. By keeping your airways open you can breathe uninterrupted during sleep. BIPAP and CPAP units require a doctor's order before use. You must always follow and abide by all manufacturer's operating and safety instructions.

### **Types:**

There are different types of BIPAP and CPAP units but they all function by applying low-pressure airflow to your airways. The air pressure holds your airways open, preventing the collapse of your palate and tongue for obstructing your air passages. Some BIPAP and CPAP units have a ramping feature that starts the air pressure at a lower pressure and gradually increases over time. This ramping feature can assist you in going to sleep.

### **Accessories:**

In order for the pressure from the BIPAP and CPAP units to keep your airways open, a mask or nasal device must be used. These masks or nasal devices must be fitted to your face. There are many different kinds of nasal masks, nasal pillows, and oral devices to choose from to facilitate a good seal and maintain your comfort. If a headgear appliance is used to secure the mask or nasal pillows, it should be snug enough for a good fit in all sleeping positions. Your supplies have a useful life that varies depending upon use and will occasionally need to be replaced. These items usually can be setup on recurring delivery schedules so you don't have to make a special trip into Owens. These accessories also need separate prescriptions and must be properly fitted. Humidifiers are sometimes necessary to moisten the air.

### Use:

Each BIPAP unit has two pressure settings, and each CPAP unit has one pressure setting. They each need to be set and verified by Owens. Never adjust this pressure setting on your own. A good practice when preparing to go to bed is to put your headgear and mask (or pillows) on in front of a mirror. Once you have the headgear and mask on, get into bed and attach the tubing, then turn the unit on. It is acceptable to gradually work up to wearing the device the entire night. Your compliance with your physician's treatment plan is very important. No other piece of medical equipment alters your lifestyle like a BIPAP or a CPAP unit. If you look at how many times you awaken each night, and the lack of restful sleep you have had, it is easy to learn to sleep with the BIPAP or CPAP device on.

### **Maintenance:**

### Cleaning should be done in the Morning so all washed supplies can dry prior to evening use:

- BIPAP and CPAP units should be kept clean by using a damp cloth and mild dishwashing detergent every few days. Never use alcohol or an alcohol-based solution to clean the unit. Always unplug the unit before cleaning. The BIPAP and CPAP units must be completely dry before plugging back in.
- The air-inlet filter should be checked daily. If the filter is reusable (washable), it should be able to withstand cleaning in a solution of lukewarm water and antibacterial dishwashing detergent and rinsed thoroughly with tap water. If disposable, the filter should be changed when dirty.
- Never clean your mask or nasal device in the dishwasher.
- Your tubing can be cleaned with the same antibacterial soap and water and hung vertically to dry.
- Always allow all BIPAP and CPAP accessories to completely air dry before reattaching them to the BIPAP and CPAP unit. Never attempt any repair on the BIPAP and CPAP units. Each BIPAP and CPAP device should be regularly pressure checked according to manufacturer's guidelines.
- If you are using a humidifier, the distilled water must be drained and the humidifier cleaned daily.

### **Cleaning Instructions**



### **Machine**

To keep your machine in excellent condition, gently wipe it down with a soft, damp cloth and a bit of mild soap every few days. Please avoid using alcohol or any alcohol-based cleaners.

### **Daily Cleaning**

### 1. Mask Cleaning\*

Wash the mask cushions and pillows with mild soap and warm water. Once cleaned, let all mask components dry completely before you reassemble them.

### 2. Tubing\*

Disconnect the tubing and hang it in a clean, dry place until its next use. For the tub lid, plate, and base, wash them with mild soap and warm water, rinse thoroughly, and allow them to air dry.

### 3. Air Filter\*

Check the filter daily. If it's reusable, wash it with warm soapy water and rinse. If the filter is disposable and visibly dirty, replace it as needed.

### **Weekly Cleaning**

### 1. Headgear and Mask Frame\*

Handwash the headgear with mild soap and warm water and allow it to air dry. Chinstraps should be soaked and washed in warm soapy water, then hung to dry.

### 2. Tubing\*

Run warm soapy water through the tube and hang it to dry.

### 3. Water Chamber\*

Wash with warm soapy water and always fill only with distilled water.

### **Resupply Schedule**

\* Refer to the replacement supply schedule for detailed information which is included in this educational packet.

For any questions about these instructions, please consult your equipment manual, or contact us at Owens. We're available at 1-800-MYOWENS (1-800-696-9367) or via email at owens@myowens.com. We're here to answer your questions and provide any support you might need.

## YOUR PAP SUPPLY MANAGEMENT



Now that you have received your PAP device for treatment of obstructive sleep apnea (OSA), it is important for you to understand your options and what to expect from the resupply program.

Successful treatment for OSA means wearing a PAP device every time you sleep. To receive the full benefit of PAP therapy, it is important that you maintain your supplies for optimal treatment. For the supplies to be comfortable, they are made with medical-grade materials that will break down with use, much like disposable contacts.

This brochure is to introduce you to the methods available to you to reorder your CPAP supplies. This information can be referenced to set the expectations in the process and your options.

Our program consists of different types of contact that you can choose from to best fit your needs. These methods include:

#### **Patient Portal**

You can access our patient portal by going to www.papresupply.com on your desktop or mobile device. Please note that you will need log in information to access your account. Once you have logged in, the program will require DOB verification to proceed to your account. This is done to keep your information safe.

#### **Email**

If you have signed up for email contact, please be sure that we have your email on file. When you are eligible, an email will be sent to you. This email will come from <a href="mailto:supplies@papresupply.com">supplies@papresupply.com</a> and look like the picture below. You will simply need to click in the box to begin the ordering process. Again, you will need to verify your DOB to keep your information secure.

We hope you are doing well. According to our records, it is time to order your PAP sleep therapy supplies. Please click in the banner below to order supplies through our secure site, or give us a call at

It is very important for your health and PAP therapy that you replace your supplies on a regulare schedule. Not only will your equipment fit more comfortably, but you'll sleep better. Be sure to clean your supplies regularly between replacement to ensure the best outcome.

If you have any quetions or concerns about your supplies, please do not hesitat eot call and let us know. We want to ensure that your are getting the best night's sleep.

**Click Here to Order Supplies** 

Sincerely,

Demo Company Sleep Apnea Education Center

You may **unsubscribe** from our auto-mailer at any time. If you have any concerns or issues with unsubscribing from our resupply emails please call

## YOUR PAP SUPPLY MANAGEMENT



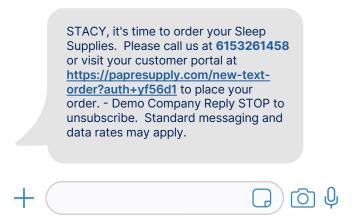
### **Mobile App**

Our mobile app allows you to place your order in real time and verify your supplies. Download the My Sleep Coach mobile app available on Apple iTunes & Google Play app stores by scanning the QR code below or by searching on the mobile store



### **Text Messages**

We offer the ability to receive text messages that will contain a secure link to your account. Once you click on the link, you will be directed to enter your DOB for verification purposes and to keep your account secure. Please be sure to program our number (530)319-5832 into your phone so that you will know you are receiving a legitimate text from us regarding your supplies.



#### **Automated Calls**

You may receive automated calls, during which you can place a phone order. Program our number (530)319-5832 so that you will know we are calling regarding your supplies. If you are unable to answer the call, no problem! Simply call the line back and it will direct you to verify your date of birth and you can place your order at a time that is convenient for you.

#### Live calls from a call center agent (SleepCoach)

You may receive calls during which you can order by talking with one of our call center representatives. Program our number (530)319-5832 so that you will know we are calling regarding your supplies. If you are unable to answer the call, no problem. Simply call the line back and it will direct you to one of our sleep coaches or allow you to leave a message. It will also allow you to order by our automated ordering system if you choose that option.

#### In Conclusion.....

We are here to make your journey to a better night's sleep the best experience for your schedule. Please take a moment to update your contacts with our information.

We are excited to help you embrace a better night's sleep!



## Recommended Replacement Supplies for your CPAP/ BiPAP with replacement schedules for most insurances:

Item Description	Medicare*	Medi-Cal**
Full Face Mask	1 per 3 months	1 per 12 months
Full Face Mask Cushion	1 per month	1 per 12 months
Nasal Mask	1 per 3 months	1 per 6 months
Nasal Mask Cushion	2 per month	1 per month
Nasal Pillows	1 per 3 months	1 per 6 months
Nasal Pillow Cushion	2 per month	2 per month
Headgear for mask	1 per 6 months	1 per 6 months
Tubing Heated	1 per 3 months	1 per 6 months
Tubing non-heated	1 per 3 months	1 per 6 months
Filter Disposable (white)	2 per month	2 per month
Filter Washable (black)	1 per 6 months	1 per 6 months
Chinstrap	1 per 6 months	1 per 6 months
Water Chamber	1 per 6 months	2 in 12 months

<sup>\*\*</sup> Any Plan that is an authorized Medi-cal provider follow Medi-cal schedule guidelines

If you have other insurance coverage, please ask one of our Intake Specialists for assistance with your coverage eligibility.

<sup>\*\*\*</sup> Specific Plans may require proof of compliance and pre-authorization before supplies can be dispensed.

<sup>\*\*\*\*</sup> Deductible and co-pays may apply, please refer to your plan details for more information

# **Important Reminders about PAP Equipment**



### 1. PAP equipment is a RENTAL:

**Compliance includes:** 

- Using PAP per insurance guidelines.
- Follow up visit with physician.

### 2. Compliance Requirements

- 70% compliance with your PAP device within your first 90 days of usage.
- 4 hours per night for at least 21 days out of 30.
- We will run a report at 30 days to check your compliance.
- Your insurance requires that you go back to your physician for a follow up face-to-face visit between the 31st and 90th day of usage.

### 3. If you cannot meet compliance, please RETURN YOUR EQUIPMENT.

You could be billed for the purchase price of your equipment if it is not returned.

### The purchase price is as follows:

CPAP/Heated Humidifier	. \$1,839.00
BIPAP/Heated Humidifier	.\$3,049.00
BIPAP ASV/Heated Humidifier	.\$6,649.00

# **Experience the Ease** of Autopay at Owens



### Take the Hassle Out of Paying Your Bills

### **Effortless Bill Payments**

Enroll today and let us take the hassle out of paying your bills. Simply set up your preferred debit or credit card, and your bills are automatically paid on time, every time—no more checks, no more remembering due dates.

### Simple and Secure

Autopay is simple, secure and saves you time. Your payment information is not stored in our systems once it is entered as Autopay. Once you enroll, your debit or credit card will be charged only on the due date shown on the invoice.

### **Easy Enrollment and Support**

Want to get started or have any questions? Our billing team is just a call away at **1-800-696-9367**, or you can sign up online at **owens.hmebillpay.com**.



Scan Here for AutoPay

### Say 'Hello' to Jeanie!

- Jeanie is your virtual sleep coach & she is always there to help you.
- She understands your therapy, so she can give you specific advice – for your mask and PAP device – when you need it.
- She will, when needed, reach out to you and help you through your therapy journey and, if you need more help, a live coach will follow up to assist.
- Ask her questions, by scanning the code on your PAP device anytime, day or night.



**Example** (not patient code)

# Patients' Rights and Responsibilities



### You have the right......

- To be involved in your care or services.
- To appropriate assessment and management of pain.
- To exercise your rights as a patient or have a family member exercise the patient's rights when patient has been judged incompetent.
- To respectful and considerate care with full recognition of your dignity and individuality, free from verbal, physical and psychological abuse.
- To have your property treated with respect.
- To receive information in a way that you can reasonably comprehend.
- To be informed regarding relevant program policies and procedures.
- To receive information necessary to provide an informed consent for care that includes an explanation of all services Owens is to render and when and how such service will be provided, before care initiated.
- To participate in decisions regarding your care including input into the plan of care and the discharge plan and withdrawal of like sustaining treatment and withholding of resuscitation.
- To make choices about future care through an advance directive and to revoke the advance directive at anytime in accordance with applicable law or regulations.
- To be informed of the function, qualifications and name of any person and/or affiliated agency providing service to the patient.
- To privacy and appropriate confidentiality of records including the right to consent to the release of any individual
  not employed by Owens except physicians or other medical personnel consulting on your transfer to a health care
  facility, or as required, by law, or third party payment contract, or as required by any Federal, State, or Accrediting
  Body or Agency.
- To exam/obtain records kept by Owens relating to you, unless medically contraindicated as documented and signed by your physician.
- To freely voice grievances and recommend changes in care or services without fear of reprisal or unreasonable interruption of services.
- To be informed about the process we have in place to receive and resolve patient complaints or grievances and to review the written response explaining the resolution without fear of reprisal.
- To report concerns about patient safety and quality of care call or write The Joint Commission Office of Quality Monitoring (630) 792-5636 One Renaissance Boulevard Oakbrook Terrace, IL 60181
- To be referred to alternate service when Owens is unable to meet all identified needs.
- To be informed of any financial benefit or agreement with an entity or person to which you are referred.
- To choose healthcare providers and the right to communicate with those providers.
- To be notified within a reasonable time of anticipated termination of services or plans to transfer to another agency and continuing care requirements.
- To refuse services after being fully informed of and demonstrating understanding of the consequences of such actions.
- To be involved in resolving ethical issues
- To be informed about participation in research, investigational, experimental or clinical trials related to their care.

# Patients' Rights and Responsibilities



### You have the responsibility for......

- Providing accurate and complete information regarding your medical history.
- Notifying Owens of any changes to your advance directive.
- Providing a copy of the advance directive to be placed in the medical record.
- Agreeing to a schedule of services and reporting any cancellation of scheduled appointments.
- Participating in the development and updating of a plan of care.
- Communicating whether you clearly comprehend the services provided and plan of care.
- Following the plan of care and clinical instructions.
- Reporting problems, unexpected changes in physical condition, hospitalizations, concerns or complaints.
- Accepting responsibility for your actions if refusing services or not complying with the prescribed treatment.
- Fulfilling financial obligations for services.
- Respecting the rights of health care providers.
- Care for, use as instructed and return rental equipment in good condition.
- Pay for replacement cost of any equipment damaged, destroyed or lost due to misuse, abuse or neglect.
- Promptly notify Owens of any rental equipment malfunctions or defects, and allow Owens service representatives to enter the patient's premises at a reasonable time to repair, perform regularly scheduled services, relocate equipment, or provide adequate substitute equipment.
- Not allowing the rental equipment to be used by anyone other than the patient.

# Patients' Rights and Responsibilities



### What are advance medical directives?

They're legal documents that allow you to give directions for your future medical care.

### It's your right to accept or refuse medical care!

Advance directives help protect this right. They help make your choices known if you become physically or mentally unable to do so yourself.

### Advance directives are valuable tools!

### They can help:

- Your family by freeing them of the responsibility and stress of having to make difficult decisions for you.
- Your healthcare providers by giving directions for your care.

### There are 2 types of advance directives:

### 1. Living wills \*

These written instructions explain your wishes for healthcare if you can't communicate as a result of a terminal condition or irreversible coma.

### 2. Durable power of attorney for health care

This is sometimes called a "healthcare proxy." It's a document that lets you name a person (your proxy) to make a medical decision for you if you become unable to do so.

It's a good idea to have both kinds, if possible.

\* Not recognized in some states, but still useful in addition to a durable power of attorney for expressing your wishes fully.

### Making your wishes known

You can use advance directives to request or refuse treatments and to express feelings about other healthcare issues. For example, you can state your preferences for:

- Cardiopulmonary resuscitation (CPR) restoring stopped breathing and heartbeat
- Intravenous (IV) therapy providing food, water and/or medication through a tube in a vein
- Feeding tubes inserted through the nose, throat, etc.
- Ventilators machines used to keep patients breathing
- Dialysis cleaning patients' blood when the kidneys are no longer working
- Organ and tissue donation
- · Pain relief and comfort care

### Consider your values before creating advance directives

Imagine yourself near death – if you were in a coma (or other unconscious condition), or if you had permanent brain damage or a terminal illness, would you want to.....

- Die without pain and suffering?
- Prolong life, regardless of the chances for recovery?
- · Leave your family with good memories?

## Advance Medical Directives



- Have your religious beliefs respected?
- Have others honor your decisions?
- Not burden your family with difficult decisions?
- Be with your loved ones at death?

### Discuss your thoughts and feelings - Talk with:

- Family and friends
- · Your healthcare provider
- · Anyone you might name as a proxy
- Your lawyer

#### How to create advance directives:

- Check state laws regarding living wills & durable powers of attorney for health care (health care proxies).
- Sign & date your advance directives and have them notarized if necessary.
- Keep a card in your wallet stating that you have advance directives (and where to find them).
- Give your healthcare providers copies for your medical records. If you use a durable power of attorney for health care, give your proxy a copy, too.
- Discuss your advance directives with family, friends & your proxy. Give copies to anyone who should be notified in an emergency.

### **QUESTIONS & ANSWERS -**

### What is a "do not resuscitate" (DNR) order?

It's a set of written instructions from a physician telling healthcare providers not to perform CPR or related procedures. Advance directives do not replace DNR orders.

### What if I don't have advance directives?

Not having advance directives puts more stress on your family and your healthcare providers. They will be responsible for making important decisions about your care – decisions that may be difficult if they do not know your wishes.

### Where can I get more information?

Help and information are available from many sources:

- Hospitals, hospices, home healthcare agencies and long-term care facilities
- · Your state attorney general's office
- Your lawyer

## Infection Prevention



### **Five Things You Can Do To Prevent Infection**

Avoiding diseases like the common cold, strep throat, and the flu is important to everyone. Here are five easy things you can do to fight the spread of infection.

- 1. Clean your hands
  - Use soap and warm water. Rub your hands really well for at least 15 seconds. Rub your palms, fingernails, in between your fingers, and the back of your hands.
  - Or, if your hands do not look dirty, clean them with alcohol-based hand sanitizers. Rub the sanitizer all over your hands, especially under your nails and between your fingers, until your hands are dry.
  - Clean your hands before touching or eating food. Clean them after you use the bathroom, take out the trash, change a diaper, visit someone who is ill, or play with a pet.
- 2. Make sure health providers clean their hands or wear gloves.
  - Doctors, nurses, dentists and other health care providers come into contact with lots of bacteria and viruses. So before they treat you, ask them if they've cleaned their hands.
  - Health care providers should wear clean gloves when they perform tasks such as taking throat cultures, pulling teeth, taking blood, touching wounds or body fluids, and examining your mouth or private parts. Don't be afraid to ask them if they should wear gloves.
- 3. Cover your mouth and nose.

Many diseases are spread through sneezes and coughs. When you sneeze or cough, the germs can travel 3 feet or more! Cover your mouth and nose to prevent the spread of infection to others.

- Use a tissue! Keep tissues handy at home, at work and in your pocket. Be sure to throw away used tissues and clean your hands after coughing or sneezing.
- If you don't have a tissue, cover your mouth and nose with the bend of your elbow or hands. If you use your hands, clean them right away.
- 4. If you are sick, avoid close contact with others.
  - If you are sick, stay away from other people or stay home. Don't shake hands or touch others.
  - When you go for medical treatment, call ahead and ask if there's anything you can do to avoid infecting people in the waiting room.
- 5. Get vaccinations to avoid disease and fight the spread of infection.

Make sure that your vaccinations are current – even for adults. Check with your doctor or County Public Health Department about vaccinations you may need.

### Home Safety and Emergency Preparedness



### In the event of a disaster

- If you are receiving oxygen equipment from Owens and you need assistance please contact your nearest Owens.
- If you require equipment or services and are unable to reach us by phone or have not received any communication from Owens, contact your local authorities for assistance or dial 911.

### **Basic Home Safety**

- Keep all Owens equipment and supplies in a clean area away from heat or cold sources.
- Store medications as instructed by the prescription label.
- Keep all Owens supplies, including used supplies, OUT OF THE REACH OF CHILDREN AND PETS.
- See the product information handout for the specific information on the product you received from Owens.

### **Fall Prevention**

- Keep walking paths and stairs clear of obstacles, items, and clutter that might cause a slip or fall. Remove loose rugs and cords.
- Stairways, hallways and pathways should have good lighting. Keep a flashlight available. Avoid walking in the dark.
- Watch your step around cats, dogs and other animals. Walk carefully around oxygen and IV tubing.
- Keep telephones within easy reach in case of an emergency.

### **Electrical Safety in the Home**

- Call Owens immediately for any equipment problem.
- Do not overload wall outlets wires can heat to a dangerous level and start a fire and/or damage the circuits.
- Keep all electrical appliances, cords, and outlets in good repair.
- Look for cracking and splitting cords and plugs. Repair or replace as needed.
- Any cord that feels hot is a fire hazard. Unplug it and do not use until repaired or replaced.
- Tape extension cords to the floor in heavy traffic areas to avoid tripping
- Always follow the directions when using any electrical appliance or medical equipment.
- Never pull on the cord to unplug it.
- All electrical healthcare equipment should be properly grounded.
- Do not touch any electrical equipment if you are in or near water or wet spots.
- Do not reach for any electrical equipment that has fallen into water. Unplug it immediately.
- Use childproof electrical outlet caps in all unused electrical outlets whenever possible for child and pet safety.

### Home Safety and Emergency Preparedness



### Fire Safety in the home

- Never smoke in bed or around oxygen equipment.
- Install smoke detectors on every level of your home and near bedrooms. Contact your local fire department for assistance.
- Test smoke detectors each month and replace batteries twice a year when the clocks are changed in the spring and fall.
- Keep flammable materials away from heat sources, like stoves or heaters.
- Give space heaters space. Place the heater at least 3 feet away from walls and furniture.
- · Keep cooking equipment, vents, laundry ducts and filters free of grease and lint.
- Know the best way out of your house if a fire should start. Identify at least two ways out of the house from every room.
- Purchase and learn how to use a fire extinguisher (5-lb. A-B-C type).
- Keep low to the ground when escaping from a fire and never open doors that are hot. Find another way out.
- Keep a whistle in each bedroom to awaken the household in case of fire and keep a flashlight in each bedroom to assist in finding the way out in the dark.

### **Emergency Preparedness**

- Contact your phone & electric company for priority service restoration; you may also be eligible for reduced rate.
- Have a family meeting to discuss and plan what to do during an earthquake. If there is a non-ambulatory person living in your home, make special plans for their safety and possible need for evacuation.
- Practice drills, physically placing yourself in safe locations: against inside walls, under sturdy tables and desks, or in supported doorways. Stay away from the danger spots: windows, mirrors, hanging objects, fireplaces, and tall, unsecured furniture.
- Plan where you will meet as a family or how you will communicate if separated. Identify an out-of-area contact person for all relatives to call to check on relatives in the earthquake area.
- Keep a list of emergency telephone numbers.
- Learn how to shut off gas, water, and electricity.
- Keep a supply the following items to aid you for at least the first 72 hours:
  - Portable radio and flashlights with extra batteries
  - Water up to 1 gallon per person per day; household liquid bleach to purify drinking water, if necessary
  - Fire extinguisher
  - · Adjustable wrenches for turning off gas and water
  - Food and water for pets
  - First aid kit, manual and medications needed for family members
  - Food supplies for family members for one week choose foods that are easy to carry, nutritious and ready to
    eat, along with a non-electric can opener rotate this supply of food frequently with everyday food to ensure
    freshness
  - Blankets, sleeping bags, extra clothing and hygiene supplies
  - Money, including change and matches in a waterproof container
  - Fire extinguisher, shovel and other useful tools

### Home Safety and Emergency Preparedness



### **Community Resources**

- To find out if your home is in a potential flood zone, call the county resource agency.
- To obtain further information on emergency preparedness contact your local County Office of Emergency Services or the American Red Cross.

### **Floods**

- During the storm season, keep your car at least half-full of fuel and know safe routes from your home to high, safe ground.
- During a flood, use the telephone only for emergency needs.
- Tune to local radio or television stations for emergency information and instruction.
- Follow the instructions of the local authorities if advised to leave your home, writing a note telling where you have gone.
- Before leaving, disconnect all electrical appliances and try to turn off the main electricity, gas and water service to your house.
- Do not try to walk or drive through flooded areas.
- Follow local instructions regarding the safety of drinking water.

### **Earthquakes**

### **During an Earthquake:**

- · Remain calm.
- If you are indoors, move away from windows or glass doors and get to a safe location.
- If you are outdoors, move away from buildings and overhead electrical wires into an open space.

### After an Earthquake:

- Check for injuries. Apply first aid. Do not move the seriously injured unless they are in immediate danger.
- Do not use the telephone except to report a real emergency.
- Do not smoke as the earthquake could have broken natural gas lines.
- Turn on a radio and listen for instructions.
- Check for gas and water leaks and if damaged, turn the utility off at the source.
- Be prepared for aftershocks.