Sunnyvale Office of Emergency Services

PERSONAL PREPAREDNESS WORKBOOK

Sunnyvale Department of Public Safety

Page Left Intentionally Blank

The information found in this workbook could help anyone save lives and/or property. Please read the information and put the recommendations to good use.

Page Left Intentionally Blank

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION – YOU NEED EMERGENCY PREPAREDNESS 1
INTRODUCTION 1
WHAT CAN YOU DO? 1
READY OR NOT – DISASTERS OCCUR! 1
Loma Prieta Earthquake 1
East Bay Hills Firestorm 1
EARTHQUAKE PREDICTIONS 2
CHAPTER 2: BEFORE AN EMERGENCY — YOUR PERSONAL DISASTER PLAN 3
WHY PREPARE? 3
STEPS TO SAFETY 3
CREATE A PERSONAL DISASTER PLAN 4
A. Emergency Communication Plan 5
Before an Emergency 5
During an Emergency 5
Talk to Your Children 6
B. Gather and Store Disaster Supplies 6
Recommended Emergency Supplies 6
C. Identify Facility Escape Route & Evacuation / Relocation Route 7
Facility Escape / Evacuation Route 7
Relocation 7
D. Caring for Others 8
General Tips for Seniors and Individuals with Disabilities 8
Special Medical Needs 9
Special Pet Needs 9
E. Condominium or Apartment Planning Tips 10
Respond to Utility Services Disruptions 10
Inspect your gas valve 11
F. Reduce Non-structural and Structural Hazards 11
G. Prepare for Post-Disaster Activities 12
Know Insurance Policy Terms 12
Inventory Your Items 12
Vital Documents & Item Suggestions 12
Suggested Storage Sites for Personal Items 13
H. Coordinate and Review Plans 14
Family & Neighborhood Preparation 14
School Preparation 14

CHAPTER 3: DURING AN EMERGENCY — WHEN DISASTER STRIKES 15

IN THE EVENT OF AN EARTHQUAKE 15
Indoor Earthquake Tips 15
At a High Rise Building 16
Outdoor Earthquake Tips 15
While Driving 16
At Home & Workplace 16
AFTER AN EARTHQUAKE SHAKE 17
IN THE EVENT OF FIRE 18
At Home 18
"Stop, Drop and Roll" 18
Crawling Low Under Fire Smoke 19
If There is No Escape Route 19
At Work 19
In a Vehicle 19
DURING A STORM OR FLOOD 20
Storm Caution 20
Flood Watch 20
Flood Warning 20
IN THE EVENT OF A HAZARDOUS MATERIAL INCIDENT 21
Shelter In-Place 21
In a Vehicle 21

CHAPTER 4: WHAT TO DO AFTER AN EMERGENCY 23

LIVING IN A DISASTER AREA 23
Treating Water after a Disaster 23
Sanitation Tips for Home or Work Environment 24
COPING STRATEGIES 24
Managing Stress 24
Children's Fears 25
Overcoming Fear 25
THE RECOVERY PROCESS 26
Returning Home or Worksite 26
Relocation 27
Replacement by Insurance Companies 27
Replacing Legal Documents 28
Reclaiming Coin & Paper Money 28

CHAPTER 5: EMERGENCY PREPAREDNESS RESOURCE GUIDE 30

EMERGENCY DISASTER PREPARATION 30
PREPARE YOUR EMERGENCY SUPPLY KIT 30
EMERGENCY KIT SUGGESTIONS 30
Kit For Your Vehicle 30
Kit for Your Home 30

EMERGENCY SUPPLY KIT CHECKLISTS 31
Water 31
Food & Beverages 31
Tools & Supplies 31
Clothing & Bedding 31
Sanitation 31
First Aid Kit 31
Special Items 31
Important Family Documents 31
ESCAPE ROUTE AND UTILITIES FLOOR PLAN 32
EMERGENCY PREPAREDNESS CALENDAR 33
HELPFUL RESOURCES (OFFICE OF EMERGENCY SERVICES) 33
Local Phone Numbers 33
Online Resources 34
PERSONAL EMERGENCY CONTACT & MEDICATION FORM 35
CURRENT MEDICATION REGIMEN 36
HOME INVENTORY FILL- IN 37
CHILDREN'S FILL- IN EMERGENCY PHONE NUMBERS 39

Page Left Intentionally Blank

CHAPTER 1: INTRODUCTION – YOU NEED EMERGENCY PREPAREDNESS

INTRODUCTION

We cannot prevent disasters like earthquakes, fires, or hazardous material incidents from occurring, but we can limit their impact on us. Planning and preparing can reduce the impacts that disasters have on our lives. To prepare adequately, each of us must recognize and expect that:

- *Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.*
- We may not be able to get home for several days.
- Our worksite or home may be seriously damaged or destroyed.
- Children and others needing help may be home alone.
- We, our co-workers, someone in our family, or a friend, may experience serious injury or death.

WHAT CAN YOU DO?

- Become actively involved in preparedness.
- Take personal responsibility for your own survival.
- Prepare now for a sudden emergency. It could save your life and the lives of others.
- Know what to do to prepare and how to respond.
- Join and train for a Citizen Emergency Response Team (CERT).

READY OR NOT – DISASTERS OCCUR!

In recent years Northern California has faced a number of large-scale emergencies. The lessons learned from these experiences are valuable and contained in this workbook.

Loma Prieta Earthquake

The October 17, 1989 earthquake was very serious and resulted in:

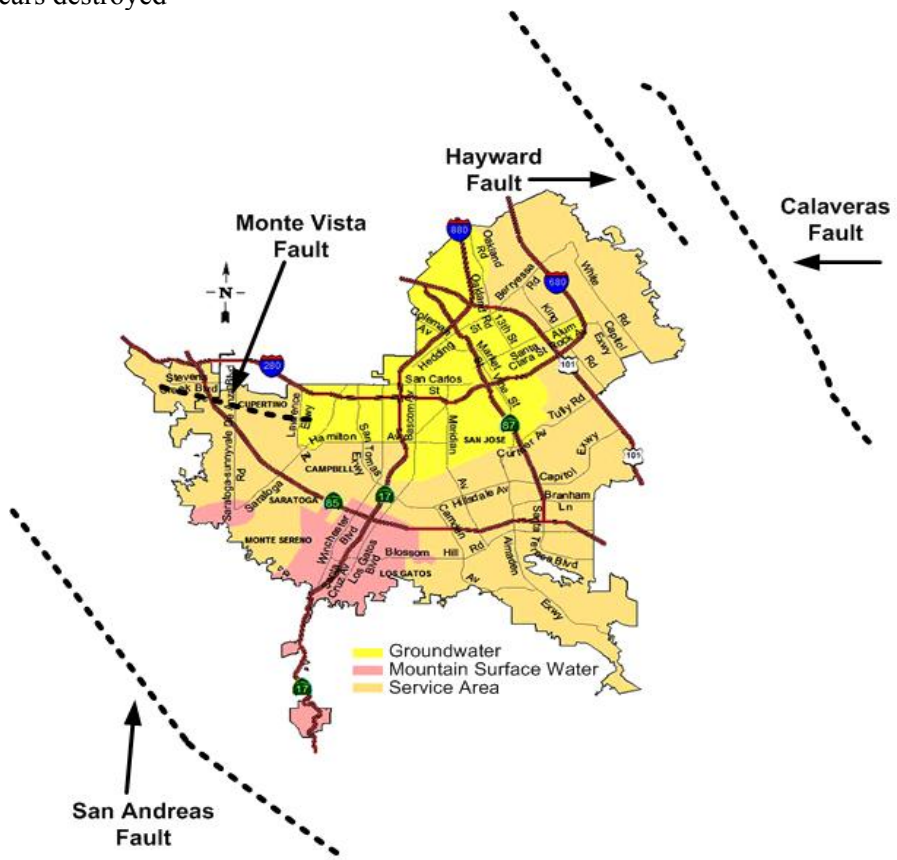
- 62 deaths
- 3,700 injuries
- 20,881 homes/buildings damaged or destroyed
- 12,000 people displaced
- 1.5 miles of Hwy-880 collapsed due to liquefaction
- A section of the Bay Bridge collapsed
- Approaches to other bridges were badly damaged
- Gas and water were unavailable in some areas for as long as two weeks
- $6 billion in damages or losses

East Bay Hills Firestorm

In October of 1991, a disastrous firestorm charred the drought-worn Oakland Hills. The winter rains which followed the fire brought landslide threats to the scarred hillsides. The firestorm resulted in:

- 25 deaths
- 3,403 homes/apartments destroyed
- 1,600 acres burned
- $1.5 billion in losses
- 15,000 people displaced

- 2,000 cars destroyed



This map displays the three major faults as they cross the Santa Clara Valley

EARTHQUAKE PREDICTIONS

The Loma Prieta earthquake was not "The Big One" that has been predicted for this area. Even though the situation was quite devastating, it could have been *much worse*. An even greater threat to the area is an earthquake along the Hayward Fault, which runs northeast of the Santa Clara Valley and to the north under the Oakland and Berkeley Hills. While a shorter fault, the Calaveras Fault can produce strong earthquakes resulting in significant damage to the Santa Clara Valley. The San Andreas Fault is located west of the Santa Clara Valley and the Monte Vista Fault is located in the Cupertino/Monte Vista area. Experts from the United States Geological Survey (USGS) think a significant earthquake on the Hayward and San Andreas Faults are possible within the next 30 years. An earthquake measuring magnitude 7± on the Richter scale is predicted to have the following effects on the Bay Area:

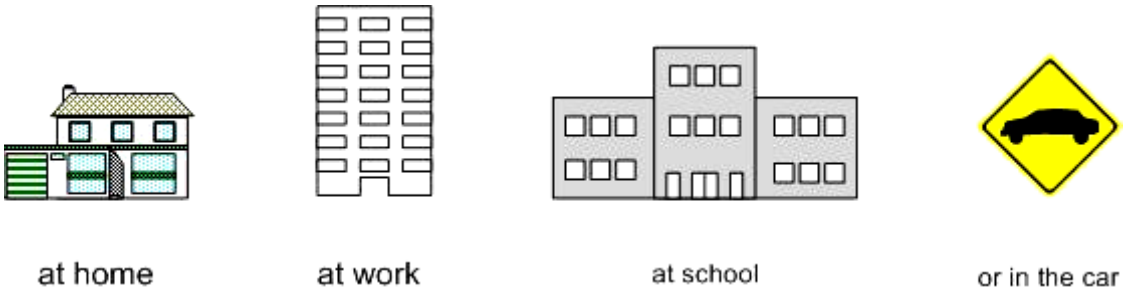
- Deaths: 1,500 - 4,500
- Damage: $40 billion
- Widespread fires
- Water: Service severely diminished for three weeks or longer
- Injuries: 45,000 to 135,000
- Hospitals: 8 damaged, 1 destroyed
- Utilities: Gas and electric out from 24 hours to two weeks
- Transportation: Crippled for days.

CHAPTER 2: BEFORE AN EMERGENCY — YOUR PERSONAL DISASTER PLAN

WHY PREPARE?

A disaster can strike quickly and without warning. Disasters can force you to evacuate your worksite, your neighborhood or confine you to your workplace or home. What would you do if basic services -water, gas, electricity or telephones - were cut off?

Where will you or your family be when disaster strikes?



By preparing in advance, all of us can better cope with a disaster. Follow the steps listed in this workbook to create your personal disaster plan. ***Knowing what to do is your best protection and your responsibility***.

STEPS TO SAFETY

Find out what could happen to you! Ask your family or workplace/ neighborhood team what types of disasters are most likely to happen. Contact your local *Office of Emergency Services (OES):* (408) 730-7190
http://sunnyvale.ca.gov/Departments/PublicSafety/EmergencyPreparedness.aspx for information.

- *How do you respond?* Learn about your workplace and community's warning signals: what they sound like and what you should do when you hear them.
- *What else do you consider?* Find out about the disaster plans at your workplace, your children's school or daycare center, and other places where you and your family spend time.
- Find out how to help elderly or disabled persons, if needed.
- Figure out what to do about your pets. Animals may not be allowed inside emergency shelters due to health regulations.
- Prepare an emergency disaster safety kit.

CREATE A PERSONAL DISASTER PLAN

Meet with your family to discuss emergencies and how to respond. Discuss why you need to prepare for emergencies and disasters. Identify what can be done and who will do what. ***Plan to share responsibilities and work together as a team.*** You should also create a plan at work. Meet as a team with co-workers to develop a plan for your workplace.

The following information will get you started:

A. EMERGENCY COMMUNICATION PLAN

- Ask a family member or friend who lives at least 200 miles away from you to be your "out-of-state contact" who all family members will call in the event of a disaster. Post the name and number of your "out-of-state contact" in a visible place.

B. GATHER AND STORE DISASTER SUPPLIES

- Assemble enough supplies at your home, workplace, and in your personal vehicle to meet your needs for a minimum of three (3) days. One (1) to two (2) weeks is preferred.

C. IDENTIFY FACILITY ESCAPE & EVACUATION ROUTES / RELOCATION

- Install and/or inspect smoke/ and fire alarms in your home. Consider CO_2 detectors!
- Know the location of fire pull alarms at work.
- Identify primary and alternate escape routes out of your workplace and home.
- Plan primary and alternate travel routes to evacuation/relocation meeting places; map these out.

D. CARING FOR OTHERS

- Seniors and special needs persons often have unique needs during an emergency.
- Pets also have special needs and may not be allowed into emergency shelters.
- People who live in condominiums or apartments have special planning needs.

E. CONDOMINIUM OR APARTMENT PLANNING TIPS

- Locate all gas, electric, and water shutoffs at home.
- After an earthquake, sewer lines can be severely damaged. Store supplies to meet sanitary needs if you are unable to dispose of waste in toilets or sinks.

F. REDUCE NON-STRUCTURAL AND STRUCTURAL HAZARDS

- Conduct a hazard hunt both at home and at the workplace.
- Reduce non-structural and structural hazards.

G. PREPARE FOR POST-DISASTER ACTIVITIES

- Identify your insurance needs.
- Inventory your belongings.
- Protect your vital documents and irreplaceable items.

H. COORDINATE AND REVIEW PLANS

- Learn about and coordinate your plans with work, school, and day care center plans.

- Meet with neighbors to share information and establish a neighborhood response team.

Use the "Disaster Plan Templates (pp. 24-46)", included with this workbook, to write your own personal information for your workplace and home.

A. EMERGENCY COMMUNICATION PLAN

Before an Emergency

Identify an "out-of-state" contact. After a disaster, local telephone lines are often overwhelmed. It can be easier to reach someone far away than it is to reach someone across town.

- Choose 1 or 2 relatives or friends who live at least 200 miles away (preferably out of state). See *American Red Cross Contact Emergency Contact* – *http://tinyurl.com/bawmof*
- Call your contact and ask them to be your emergency contact. Tell them, "Don't call me, I'll call you."
- Ask your contact if they would call other relatives and friends outside the disaster area when the time comes (*We need to minimize calls into and out of a disaster area*).
- Make sure every member of the family knows who the contact is. Write their phone numbers down.
- Everyone can carry these phone numbers in a purse, wallet, book bag, backpack, lunch box, etc.
- If you plan to rely on pay phones, be sure to keep coins or your calling card handy.
- While landlines and cell phones may not work, text messaging may still be operational. Preplan short text messages to communicate your location and your condition.
- Be prepared to make a quick post to Facebook or Twitter if the internet is available. SJWC will make computers available.

During an Emergency

If the phones are operating after the disaster, make a brief call to your "out-of-state" contact. Your brief call should include:

- "_____ just happened in _____ area."
- "I am okay. So are _____." Have you heard from _____?"
- "Please, contact other relatives not in the emergency area and let them know how we are."
- "I'll update you at _____."

Remember

- Cellular phones should be used ONLY when absolutely necessary. Consider a short text, as this is the most efficient use of available cellular networks. Most cell phones rely on landlines for some portion of the transmission.
- Label your car, home and office radios with your local Emergency Alert Station (EAS) radio station frequencies: Sunnyvale Alert AM1680 740AM KCBS 810AM KGO 680AM KNBR
- Amateur Radio is widely used during disasters, because it is more reliable than any other radio system. Local amateur radio groups are organized in our area of California, and they are always ready to train additional radio operators. You can become a trained

amateur radio operator in your own neighborhood. Contact your local *Office of Emergency Services (OES) Amateur Radio Organization*– http://www.sunnyvaleares.org/ for more information.

CALL 911 ONLY TO REPORT situations in which human life is in jeopardy and prompt, professional aid is essential. Examples include:

- cardiac/respiratory problems
- major burns
- structure collapse
- severed arteries or limbs
- structure or wildlife

Talk to Your Children

Before the next emergency, take the time to educate your children about your family emergency communications plan. Teach them these tips to feel more in control of the situation:

- Teach your child how to recognize danger signals. Make sure your child knows what smoke detectors, fire alarms, and local community warning systems (horns, sirens, & etc.) sound like.
- Role-play with children to help them remain calm in emergencies and to practice basic emergency responses such as evacuation routes, Drop, Cover & Hold and Stop, Drop & Roll.
- Explain how to call for help. Teach your child how and when to call for help. Check the telephone directory for local emergency phone numbers and post the phone numbers by all telephones. Tell your child how to dial 9-1-1 for EMERGENCY CALLS ONLY!
- Help your child memorize important family information. For children who can, have them memorize their family name, address and phone number. They should also know where to meet in case of an emergency. All family members can carry a small index card that lists emergency information (*See American Red Cross card sample, pp.5*).
- Even young children can be taught how and when to call for emergency assistance. If your child cannot read, an "Emergency Phone Number" chart for coloring and filling in the blanks (*See Chapter V, pp.38*). Store supplies where they may be reached even if your home is damaged.

B. GATHER AND STORE DISASTER SUPPLIES

Keep enough supplies at your workplace, in your vehicle, and in your home to meet your needs for at least three (3) days. Consider a 1 to 2 week supply for the best level of preparedness. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffel bags, or covered trash containers with wheels. See Chapter V for a more detailed list of items.

Recommended Emergency Supplies

- A three to seven day supply of water (one to two gallons per person per day) and food that won't spoil. Individually packaged water is excellent for the workplace and/or vehicle.
- One change of clothing and footwear per person, and one blanket or sleeping bag per

person.

- A first-aid kit that includes your family's prescription and medications.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies
- Special items for infants and elderly or disabled family members.
- An extra pair of glasses
- Keep important family documents in a waterproof container.
- Keep a smaller kit in the trunk of your car and at your workplace.

C. IDENTIFY FACILITY ESCAPE ROUTE & EVACUATION / RELOCATION ROUTE

You may need to evacuate your worksite or home because of a major gas leak, earthquake, landslide, hazardous (toxic) spill, major fire or other emergency. You can improve your chances for a safe relocation or evacuation by planning ahead!

Facility Escape / Evacuation Route

→ Know the location of fire pull alarms at work.
→ Install and/or inspect fire alarms in your home.

→ At home, sketch out your exit routes on paper.
→ Be sure to identify how you would escape from upper stories.
› Practice these escape routes every six months

→ Identify at least two Facility Escape Routes at work.
→ Practice using the escape routes with your co-workers at least twice a year. (Don't forget part-time and contracted employees, baby-sitters, and other persons who work on your property.)

→ Plan an emergency meeting place outside of your workplace or home. Make certain that everyone knows to report to that location.

→ REMEMBER that elevators are an unsafe means of leaving a facility during fires or after earthquakes.
→ Plan on using stairs or other exits in an emergency.

→ Be aware of all exits at your workplace, home or apartment, and any other place you frequent.

Relocation

- Identify alternate methods of transportation if you are unable to use your normal transit.

- Keep the gas tank in your vehicle at least half full at all times.
- Plan at least two evacuation routes from your worksite, home, or neighborhood.
- Walk or drive these routes and look for things that could block your path (trees that could block the road, power lines that might fall or overpasses that could collapse, etc.). Would the route be different if you were on foot, or on bicycle? Mark these on a map (pp. 32).
- Plan what you will take with you if time permits. See the **Disaster Plan Templates** (pp. 30-38) included with this workbook for suggestions.
- If you must leave your worksite or neighborhood, let people know that you are okay. At home, leave a note on the inside of your front door. At work, check in with your point of contact.

D. CARING FOR OTHERS

Special needs conditions include senior citizens, persons with limitations or disabilities, persons with special medical needs, pets, and people living in apartments or condominiums. These special needs require additional preparedness actions and response checklists.

General Tips for Seniors and Individuals with Disabilities

- Install plug-in security lights in each room. If there is a power failure, they will light up automatically and provide light for up to 4 to 6 hours.
- Set up a "buddy system" so you know that people will check on you after an emergency. Select a neighbor, friend, or co-worker who can assist you during an evacuation. Include this person in your regular evacuation drills.
- If you use an adapted vehicle, consider teaching a neighbor or friend how to operate that vehicle.
- Keep your walking aids near you at all times, and, if possible, an extra cane or walking aid in different rooms at home and at work. If you have a Seeing Eye dog, keep a cane handy as well, as your dog may be injured or too frightened to help you during a major disaster like an earthquake.
- Notify your local fire station before the next emergency about the nature of your disability and your evacuation needs.
- If you leave your home to stay with friends or relatives, leave a note on the inside of your front door that says you are okay.
- When you prepare your disaster supply kit, keep special dietary needs in mind.
- Keep a phone next to your bed. If you use TDD (telecommunication device for the deaf), make sure you have an auxiliary power source in case of a power outage.
- Know your neighbors and co-workers. Explain the nature of your disability and let them know how they can help you during an emergency. Set up a signaling system.
- Keep a whistle and small flashlight near you as this will help others find you in an emergency situation. The international signal for help is three short blasts.
- Develop an Emergency Information Card (*See American Red Cross, pp. 5*).
- Close bedroom doors when you sleep to keep potentially fatal smoke and gases out.

Special Medical Needs

- Keep a one-week supply of medicine at all times.
- In your wallet or purse, carry a list of your regular medications, the name and phone number of your physician and hospital, and any allergies you may have.
- If you wear a hearing aid, store extra batteries in your emergency supply kit.
- If you use oxygen or other life-support equipment, have it secured so that it won't fall over during an earthquake. If your equipment uses electricity, consider getting a backup power source. Check with your utility company for proper installation and use of emergency generators.
- If you have a non-obvious medical condition, consider getting a Medical Alert bracelet or necklace.
- If you wear glasses, put an extra pair in your emergency supply kit.

Special Pet Needs

Add the following to your disaster kit:

- Rope or chain to confine a pet and a large screw-in device to tie off a pet if fences fall down.
- Additional bottled water. Non-perishable pet food. Blankets for bedding.
- First-aid kit for pets and a copy of vaccination records.

Take the following planning actions:

- Collar and tag all of your pets.
- Place *Fireman Beware* pet stickers on your front window.
- Designate a neighbor to check your animals in your absence.
- Prearrange for alternate housing with friends, relatives, etc.
- Contact the American Red Cross and find out if there is a shelter in your area that allows pets. Ask the Red Cross what rules and/or restrictions they have established for pets.

Take the following non-structural actions:

- Secure bird cages, fish tanks, and other small animal or reptile cages.

If you must leave your pet alone, take the following precautions:

- If it is necessary to evacuate your house, be aware that pets are not allowed in most emergency shelters.
- Make sure the area/room where you confine your pet is free from hazards (gas leaks, falling objects, windows, flooding).
- Leave plenty of food and water for your pet.
- If your pet is in a cage, make sure the cage is secure.
- Leave your animal's medication and instructions for administering it.

- Leave a note which indicates the location of your confined pet. Include the name of the pet and the address and phone number of the pet's veterinarian.

Pet Emergency Kit

- ☐ Portable kennel or cage (which can be used to store all pet supplies)
- ☐ Food (two week supply – if canned, include a manual can opener)
- ☐ Water (two week supply of water – 30 ml per kg of pet weight per day)
- ☐ Food and water dishes
- ☐ Pet toys and treats
- ☐ Pet health and vaccination records
- ☐ Plastic bags to collect and dispose of wastes
- ☐ Collar, chain, leash or harness
- ☐ Extra identification tags
- ☐ Blanket

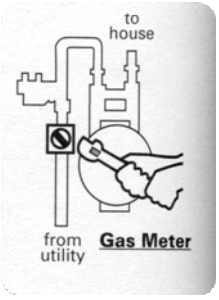
E. CONDOMINIUM OR APARTMENT PLANNING TIPS

Remember, if you live in a condominium or an apartment you can still develop emergency preparedness plans and organize response teams within your facility. Working together can save lives and property!

Organize

- Contact your local Office of Emergency Services for assistance in establishing a Neighborhood Watch or *Sunnyvale Neighborhoods Actively Prepared (SNAP)* *http://sunnyvale.ca.gov/Departments/PublicSafety/EmergencyPreparedness.aspx*
- Sign up for *Alert Santa Clara County* – *http://www.alertscc.com/* register your phone and email to receive emergency notifications for SCC.
- Meet with your neighbors at least twice a year to talk about emergency plans, supplies, and building safety.
- Have building or complex-wide drills every six months.
- Identify residents with special needs, which include children who spend time home alone, the elderly, and disabled and non-English speaking residents.
- Contact *The American Red Cross Silicon Valley* – *http://www.siliconvalley-redcross.org/* chapter for help organizing your neighborhood.

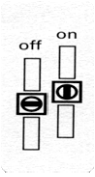
Respond to Utility Services Disruptions



- Know where your utility shut-off valves are located at home.
- Draw the location of these valve switches on your home or work floor plan.
- Be sure someone is assigned to shut these off, as needed, at your worksite.

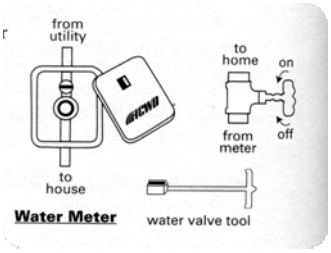
- At home, place the proper tools near the utility valve. For example, hang a gas valve tool near the gas meter.

Inspect your gas valve



- Check to see if your valve moves freely by turning it **1/8** of a turn with your wrench.
- Turn your gas back to the ON position.
- If your gas shutoff valve DOES NOT TURN, contact your utility company for service.

In an emergency!



- Turn the gas off ONLY if you smell gas.
- Turn off your water if a water line breaks in your home or on your property.
- Turn off your electricity at the circuit breaker box or main fuse if you suspect damage to your electrical system.

F. REDUCE NON-STRUCTURAL AND STRUCTURAL HAZARDS

- Take time now to walk through your home and office to identify non-structural (ex: computer tie-downs and non-skid mats, electronic equipment) and structural problems (ex: buildings, bridges, dams).
- Take corrective action on non-structural hazards at home and notify appropriate people of these hazards at work. Identify which structural hazards are of most concern and determine how you will mitigate them.

Suggested Examples:

- Hang displays from beams or floor above. Do not hang from suspended ceilings. Provide adequate clearance around the display, so that it could sway without contacting obstructions.
- Space heaters/AC units must be suspended by hanger rods or steel angles. Relocate space heaters/AC units away from doors, and exit ways. Consult a qualified architect or engineer to determine the bracing requirements.
- Free-standing objects may require restraint to prevent overturning. Relocate heavy items or volatile chemicals to floor mounted cabinets. Relocate cabinets, lockers, or coat closets away from hallways and exit ways.
- Mounting bracket must be installed per manufacturer's instructions for TVs. Do not hang an item that weighs more than recommended by the hook manufacturer.
- For a fire distinguisher the cabinet must be accessible either through breakable glass or latched door.
- File cabinets or book cases more than 3 feet in height should either be arranged in groups and fastened together, or secured to an adjacent wall in order to prevent overturning. Cabinets must have latching drawers.
- Desktop or countertop equipment should be secured to the desk, counter, or wall to prevent the equipment from sliding and falling from the desk or counter.

- Refrigerators, vending machines and similar kitchen or electrical equipment should be secured to the floor and/or adjacent wall.

G. PREPARE FOR POST-DISASTER ACTIVITIES

Should you consider special hazard insurance? Analyze your specific needs and consider the quality and cost effectiveness of the alternatives with an insurance professional or attorney.

Know Insurance Policy Terms

Understand the terms of any policy you own or obtain. Common terms include:

- Replacement Guarantees
  Replacement guarantees vary. Some policies offer replacement ONLY to the cash limits of the policy. Some full replacement guarantees end when the coverage drops below 80% of your home's current value.

- Code Compliance
  Codes change and your home may not meet the current building and zoning codes. If you live in an older house with features that do not meet the current codes, you may need additional coverage for the cost of code upgrades should your home need to be replaced.

- Contents
  Content coverage is one of the most important concerns. Many victims of fires regret having insufficient coverage for the contents of their homes.

- Renter's Insurance
  Renter's insurance should be considered if you rent your home. This type of policy may be your only protection if your personal property is destroyed.

- Living Expenses
  Does the policy provide for extended living expenses? It took over two years to rebuild many homes that were destroyed by the 1991 East Bay Hills Firestorm.

Inventory Your Items

Documentation of your losses is the most important aspect of starting an insurance claim. The best way to do this is to inventory your belongings today and include dated receipts, photos, videos and serial numbers. Remember to include the exterior of the house, landscaping, outdoor furniture, pool, etc.

Vital Documents & Item Suggestions

If you must evacuate, there are certain documents which can help you in the hours and days which follow the disaster. Identify those documents now, before an emergency occurs. If possible, make 2 sets of these documents. Store them in different places so if one set is damaged, a second set will be available to you.

Having ready access to documents which could be difficult to replace will eliminate potential frustration. These papers include items you may need for completing insurance and claim forms.

You may add any other irreplaceable items to this list:

→ Driver's License
→ Birth and Death Certificates
→ Insurance Policies
→ Will/ Trust
→ Credit Card #'s
→ Social Security #'s
→ Bank Account #'s
→ Tax returns (last 3 years)
→MediCal/MediCare cards
→Deed/home loan papers
→ Insurance Agent's Name Phone number
→ Adult's Workplace (Address + Phone #)
→ Utility Bill
→ Passport
→ Children's School (Name + Phone #)
→ Photographs/videos of personal property
→ Title to vehicles, boats, RV's
→ Professional licenses/credentials
→ Doctor & Hospital (Name + Address)
→ Copies of medical release forms (*see doctor*)
→ A written inventory of your belongings, including purchase price and date of purchase.
→ Copies of computer discs are important as well. Store the copies in two locations.

→ irreplaceable item: Precious jewelry/ china/ photo albums/ memoirs (*examples*)
→ irreplaceable item: _____
→ irreplaceable item: _____
→ irreplaceable item: _____
→ irreplaceable item: _____
→ irreplaceable item: _____

Suggested Storage Sites for Personal Items

- Safety deposit box
- Friend or relative at least 200 miles away
- _____
- _____
- _____

H. COORDINATE AND REVIEW PLANS

Family & Neighborhood Preparation

- Conduct family meetings to review, practice and maintain your plan every six months.
- Meet with your neighbors to share emergency planning information and to identify what can be done together.

Family Meeting

Neighborhood Meeting

School Preparation

It is critical to understand what your child's school will do during emergencies. Become familiar with the disaster plan at your child's school by reviewing a copy of your child's school plan.

- Ask your school official how frequently earthquake and fire drills are scheduled.
- Know the post-disaster student release policy. Most schools are prepared to shelter students until they are picked up by a parent or other pre-authorized persons.
- If you can, authorize a neighbor or relative to pick up and care for your child in your absence.
- Some schools ask parents to provide a "comfort kit" for each child in school. Please comply with the request. A kit of this kind may consist of a snack, a small toy, family photographs, and a comforting note from a parent telling the child that someone will come for them soon, and that things will be okay. These items will assist in easing the anxiety of a small child separated from family following a disaster.

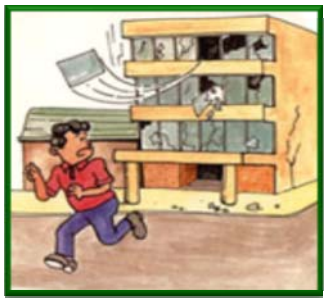
- Place the name and phone number of your out-of-state contact in their book bag or backpack. Make certain that the child knows what it is and how to use it.
- Establish a secret password and instruct your child to never go anywhere with anyone who does not know the password.

IN THE EVENT OF AN EARTHQUAKE

- STAY CALM so you can be a resource for yourself and others.
- "DROP, COVER AND HOLD ON." If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.

Indoor Earthquake Tips

- Move away from electrical switch boards and areas where there is a potential for falling objects. In industrial areas and supply rooms, get away from shelving and wear your hard hat.
- If it is dark, use a flashlight or light stick to look for imminent dangers. Do not strike a match, light a fire or turn on light switches until you are sure there are no gas leaks.
- DO NOT use lanterns, matches or candles to examine buildings; flammables may be inside. Check yourself from head to toe for injuries. Shock often hides pain. Give yourself first aid, if necessary.
- Check for people who might be trapped in areas of your worksite or home, such as storage rooms, filing rooms, or restrooms.



- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Avoid falling objects
- Do not try to run out of the structure during strong shaking.

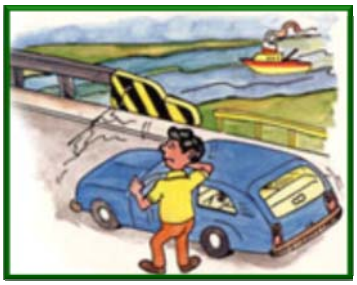
Outdoor Earthquake Tips

- Move away from the sides of tall buildings, trees, and overhead power lines. Move to a clear area if you can safely walk.

- Be especially watchful for people who might require special assistance.
- If you use a wheelchair, lock the wheels and cover your head.
- Are electrical cords severed or damaged? If so, turn off the electricity at the power main. Disconnect the damaged cords before you turn on the electricity.

At a High Rise Building

- Take cover under a desk or table.
- Wait for 60 seconds after the shaking has stopped before you move.
- Move away from:
  - Unsecured books, plants, and material which could fall from shelves.
  - Top-heavy furniture which could fall over.
  - Unsecured light fixtures and ceiling panels which may fall.
  - Plate glass windows and exterior walls.



While Driving

- If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.
- Turn on your hazard lights and pull to the side of the road. Avoid stopping under roadway overpasses, next to tall trees, and under power lines.
- Turn off your motor, DUCK and COVER your head.
- Stay in your vehicle until the shaking stops.

At Home & Workplace

At Home	At Work
If your house is habitable, stay there. If not, find shelter with a neighbor or a friend who lives close to you.	Help any visitors that may be in your office or at your worksite. Be aware of fire hazards and alert response personnel.
If your neighborhood has already organized disaster response teams, pool resources. You will have the support for damage inspection, search and rescue, first aid, emergency housing, childcare and much more.	If you are a supervisor, before sending employees home, arrange to get back in contact at a later specified time.
If you do not have a neighborhood emergency response organization, a relative, or someone else to whom you can turn, listen to your portable radio for the location of the emergency assistance centers and the location of the nearest Red Cross	Know the procedures for restoring equipment back to operational status.

shelter.

AFTER AN EARTHQUAKE SHAKE

- Turn on your AM radio. Tune into an Emergency Alert Station (EAS) and listen for instructions.
- The Emergency Alert System (EAS) is our primary national warning system. It serves two functions:
  - It provides a method for the President to address the nation during dire national crises.
  - When not in use by the President, state and local officials can use it to issue short warning messages of imminent or ongoing hazards through broadcast stations and cable systems in specific regions.
- Look around your building for cracks, damage to the foundation, chimneys or roofs. Evacuate your office, worksite, or home ONLY if deemed necessary.
- EXPECT AFTERSHOCKS. They can inflict additional damage to weakened structures. Do not put breakable items back in vulnerable places.
- Be careful when re-entering a damaged building.

- If you evacuate, take your emergency kit with you. If at home, leave a note on the inside of the door letting people know where you have gone.
- Secure your workplace facility and/or your home before leaving.
- Check for potential chemical hazards. Notify authorities of chemical hazards.
- Is there a water leak? Turn off the water at the main shut-off-valve. Do you hear or smell a gas leak? If so, turn off the gas valve immediately. Ventilate the room if possible. Remember, once you turn off the gas, it is NEVER safe for you to turn it back on.
- Do not use fresh food that has come in contact with flood waters caused by an earthquake.
- Allow emergency broadcast instructions regarding the safety of drinking water. If in doubt, boil or purify water before drinking. If you use wells for water, have the water tested before drinking.
- Avoid disaster areas; your presence could hamper rescue and other emergency operations and you might put yourself in danger.
- Do not handle live electrical equipment in wet areas. If electrical equipment or appliances have been in contact with water, have them checked before use.

- Make sure all of your phones are “on the hook.” Do not use the telephone unless absolutely necessary. Call 911 ONLY if you have a life threatening situation.

IN THE EVENT OF FIRE

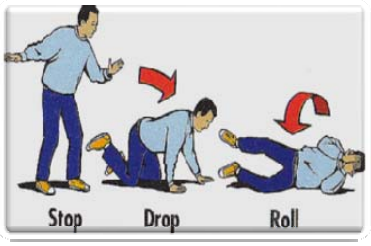
At Home

- If your smoke/fire alarm sounds, leave immediately. Never take time gathering valuables or pets.
- There are smoke alarm systems on the market for people with hearing impairments that use strobe lights or vibrating pads to give alert of danger from fire.
- Touch all doors that are shut before you open them. Touch the door, door knob, or the door frame *with the back of your hand*.
- DO NOT OPEN a door if it is warm or hot. If there is no heat, open the door very carefully. Be ready to shut the door quickly if heat or smoke rushes in.
- Contact the American Red Cross (800-774-6066) or the Salvation Army (734-668-8353) if you need food, clothing or temporary housing.
- Call the Fire Department once you are safely out of your house.

Reminders

- Begin by assessing the hazards in your surroundings. Is your home on a grassy hillside or in a wooded canyon? Fire tends to travel fastest uphill by preheating dried vegetation from below and making it easier to ignite.
- Secure your home and garage by locking doors, windows and gates. Make sure that windows, screens and doors can be opened easily from inside, if needed for escape.
- Clear garages of materials that could fuel a fire. Eliminate wastepaper, piles of grass weeds, litter and other combustibles from areas around buildings. Get yard clutters removed with a Bulky Pickup - call Sunnyvale Waste Management (408) 730-7508
- Take responsibility for fire safety - Point out to your children the fire safety rules you follow and discuss the dangers of fire. Control access to fire - Keep ignition devices out of reach of children and teach them to tell an adult if they find them.

"Stop, Drop and Roll"



- If your clothes catch on fire - DO NOT RUN. Cover your face with your hands. Drop to the ground. Roll over and over to smother the flames.
- If you are disabled and unable to roll on the ground, keep a fire resistant blanket or rug nearby which you or someone else could use to smother the flames. *DO NOT SMOTHER THE FLAMES WITH YOUR HANDS.*
- Act calmly and intelligently; it may save your life.

Crawling Low Under Fire Smoke

- If you must exit through smoke, crawl or get as low as you can. The best air will be 12 to 24 inches above the floor. Most fire fatalities are due to breathing toxic fumes and smoke.
- Take shallow, slow breaths close to the ground to avoid inhaling smoke.
- You can provide a minimal amount of protection to your breathing by covering your mouth and nose with damp cloth.
- Once you are out, *stay out do not go back into the building*!

If There is No Escape Route

- Close all doors between you and the smoke and fire.
- Stuff towels or rags into cracks around doors and cover all vents to keep smoke out.
- If smoke is present, stay low to the floor.
- Call the fire department, report the fire, and tell them exactly where you are trapped.
- If possible, signal from a window your exact location, by waving a bright colored cloth and wait for the firefighters.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help by either using a white or brightly colored cloth at the window or by using a whistle.
- If you are in a wheelchair, stay by a window and bend over toward the floor. If you are able, signal for help. Regulate breathing.

At Work

- If working in a one story facility, isolate the fire and evacuate the building. Close all doors behind you.
- If working in a high rise building, notify building security and relocate to another floor if instructed (four floors up, or four floors down). Remember to close all doors behind you.
- Listen to instructions from a floor warden, supervisor, or public address system.

In a Vehicle

The following steps will enhance survival if you are surrounded by fire in a vehicle:

- Try not to drive through dense smoke.
- Roll up your windows and close all vents. Turn off your vents, fan, or air conditioner.
- Do not leave your vehicle.
- Stop your vehicle, cover the windows with heavy coats or other heavy fabrics you might have with you inside of the vehicle, and lie down on the floor. Cover yourself with heavy coats or blankets.
- Turn on your headlights and hazard lights.
- Turn on your AM radio. Tune to an Emergency Alert Station (EAS) and listen for emergency instructions.
- Park away from heavy vegetation during a fire.
- DO NOT PANIC! It is very frightening to be trapped in a vehicle by a fire, but it is almost certain death to attempt escape on foot.
- Stay inside your vehicle until the fire has passed. Assess the situation and then drive or walk out of the burn area.

Remember:

- Your engine may stall and not restart.
- An intense wild land fire emergency can generate wind that may rock the vehicle.
- Metal gas tanks and containers rarely explode.

DURING A STORM OR FLOOD

A storm WATCH means a storm is possible in your area for the next 24 hours.

A storm WARNING means a storm will occur in your area over the next 24 hours.

Storm Caution

- Turn on your AM radio or television. Tune to an Emergency Alert Station (EAS) and listen for updated storm information.
- Ensure that each person in your household has appropriate clothing readily available.
- Always keep your vehicle's fuel tank more than half full.
- Keep emergency supplies in your vehicle trunk.
- If you must travel, let someone know your destination, your route, and time of arrival. Stick to your predetermined route, if possible. Do not leave your vehicle unless it is safe.
- Know the flood/snow risk in the area to which you are traveling.
- For flooding, keep sandbags, plywood, plastic sheeting, and lumber handy for emergency waterproofing if you live or work in a high-risk flood area.
- Be alert to changing weather conditions.
- Avoid power lines on the ground.

Flood Watch

- A flood WATCH means flooding is possible in your area over the next 24 hours.
- Evacuate your home or worksite immediately if advised by local authorities.
- If there is no water in your house, turn off electric circuits at the main fuse or electric panel.
- Move your furniture and valuables to higher floors in your home, shut off power, disconnect electrical appliances, plug all basement sewage connections, i.e. toilet, sinks showers, etc., with a wooden plug or other device..

Flood Warning

- A flood WARNING means flooding will occur in your area within 24 hours.

- Move to higher ground away from rivers, streams, creeks, and storm drains. Do not drive around barricades! They are there for your safety.
- If your car or truck stalls in rapidly rising waters, abandon it to higher ground if it is safe to do so.
- If rising waters become a threat to your safety, obey all officials who are involved in rescue or flood control operations, including those directing traffic.
- Continue to listen to your Emergency Alert Station (KCBS 740 AM) or local TV channels.

IN THE EVENT OF A HAZARDOUS MATERIAL INCIDENT

Major hazardous materials emergencies occur when a chemical is released into the environment. These incidents sometimes result in a fire, explosion, or toxic cloud. Many times you may not see or smell anything unusual.

Shelter In-Place

- Remain indoors.
- Close all windows at home or at work.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Turn on your radio or television. Tune to an Emergency Alert Station (EAS) and listen for update information and instructions.
- Wet some towels and jam them in the crack under the doors. Place tape around any doors, windows, exhaust-fans, or vents. Use plastic garbage bags to cover windows, outlets, and heat registers.
- If you are told there is a danger of explosion, close the window shades, blinds or curtains. To avoid injury, stay away from the windows.
- Go to an above ground room (not the basement) with the fewest windows and doors.
- Take your Disaster Supplies with you.

In a Vehicle

- Try not to drive through a toxic cloud.
- Roll up your windows and close all vents. Turn off your vents, fan, or air conditioner.
- Do not leave your vehicle if you are caught in a toxic cloud.
- Turn on your headlights and hazard lights.
- Turn on your AM radio. Tune to an Emergency Alert Station (EAS) and listen for emergency instructions.
- During work hours, if you are in a car that is equipped with a company/agency radio, listen to your company/agency dispatcher for instructions.

Page Left Intentionally Blank

CHAPTER 4: WHAT TO DO AFTER AN EMERGENCY

LIVING IN A DISASTER AREA

Treating Water after a Disaster

- Water supplies maybe cut off or contaminated during a disaster. Store enough water for at least 3 days either bottle of water, or tap water in food grade plastic, reusable containers, store in cool/dark place.

- Listen to your local Emergency Alert Station (EAS) on your AM radio or television for information about the condition of water utility services and water quality. As an extra precaution, you should purify all water before using it for drinking or food preparation.

- Two purification methods are outlined below. These measures will kill most microbes. Look at the water before treating it. If your water is cloudy, or you see something floating in the water, strain the water through layers of paper towel or clean cloth.

Boiling

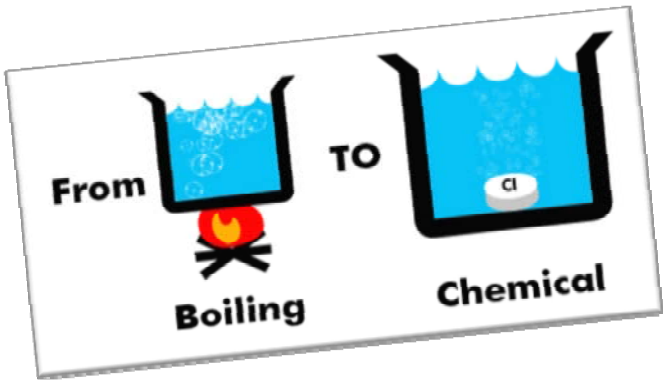
- Boiling is the safest method of purifying water. Bring water to a rolling boil for 5 minutes, keeping in mind that some water will evaporate. Let the water cool to room temperature before drinking.

Chlorine "Disinfecting"

- You can use household liquid bleach to kill most bacteria. Use only regular household liquid bleach. DO NOT use scented bleaches, color safe bleaches, or bleaches with added cleaners. Add 16 drops (1/4 teaspoon) of bleach per gallon of water. Mix and let stand for 30 minutes. The water should have a slight bleach odor and taste.

- The only agent used to purify water should be plain household liquid bleach. DO NOT use other chemicals, such as iodine or water treatment products sold in camping or surplus stores unless they contain 5.25% sodium hypochlorite as the active ingredient.

- After using these methods, you can improve the taste of the water by pouring the water back and forth between two clean containers.



Sanitation Tips for Home or Work Environment

You and your family members should know emergency methods of waste disposal, including how to make a temporary toilet. This will help avoid the spread of disease or contamination of water supplies. Urine is sterile (germ free), so it is more of an odor problem than a health problem. Solid wastes (feces) are the main health problem, and must be dealt with carefully.

- Do not flush toilets or dump water into sinks or bathroom drains until told that sewer lines are intact.
- A temporary toilet can be made by lining your toilet bowl (or a watertight plastic or metal container) with a large, extra-strength water-proof trash bag. Household disinfectant or powder bleach can be used for odor control.
- Whenever possible listen to the radio for appropriate disposal.
- Human waste can also be buried in a latrine or trench 2 - 3 feet deep. Spread a thin layer of powdered lime and a layer of earth each time the latrine is used.

COPING STRATEGIES

Disasters cause great disruptions to families, friends and businesses. Your family may need to leave home. Your daily routines may be disrupted. This can be frightening for adults and children alike. During disaster conditions, it is easy to become anxious or confused. The adult's reactions are critical to how children respond.

The following information is a summary of notes provided by the American Red Cross and the Federal Emergency Management Agency (FEMA).

Managing Stress

Emergency situations affect each of us differently. Some people experience a strong emotional reaction immediately after the disaster, while other people do not seem to be upset until days or even weeks after the emergency has passed. Not only do people react at different times, but some people react more emotionally, or have emotional responses that last longer than others. Everyone copes with emergencies in their own way. You or someone you know may experience fatigue, anger, and/or sleeping disorders immediately following the event or shortly thereafter. These symptoms are normal reactions to stress.

You may see the following behavior in those around you. These are common reactions. If emotional symptoms continue after 72 hours, or if a person is hurting themselves or talking about suicide, seek professional help.

- Sadness or depression
- Confusion
- Forgetfulness
- Withdrawal
- Anger / Irritability
- Lack of Concentration
- Fatigue or Hyperactivity
- Poor Appetite
- Insomnia or Nightmares
- Headaches or Nausea
- Increase of Drugs
- Increase of Alcohol

Children's Fears

Children may show the following additional reactions. They are normal and usually go away within a few weeks.

Fear of the dark	Resistance to going to school
Fear when parents leave	Immature behavior (e.g. bedwetting, thumb sucking)
Clinging, emotionally needy	Worry

Encourage the child to talk about the experiences. Try to listen to the fear behind the words. Adults should share their fears and experiences with children, as well as other adults.

Children's fears are real. A child who feels afraid is afraid. Your words and actions can provide reassurance. When talking with your child, be sure to present a realistic picture that is both honest and manageable. Sit with your child. Talk eye to eye. Provide comfort to your child.

When danger has passed, concentrate on the child's emotional needs by asking the child what is on his or her mind. Be aware that after a disaster, children are most afraid that:

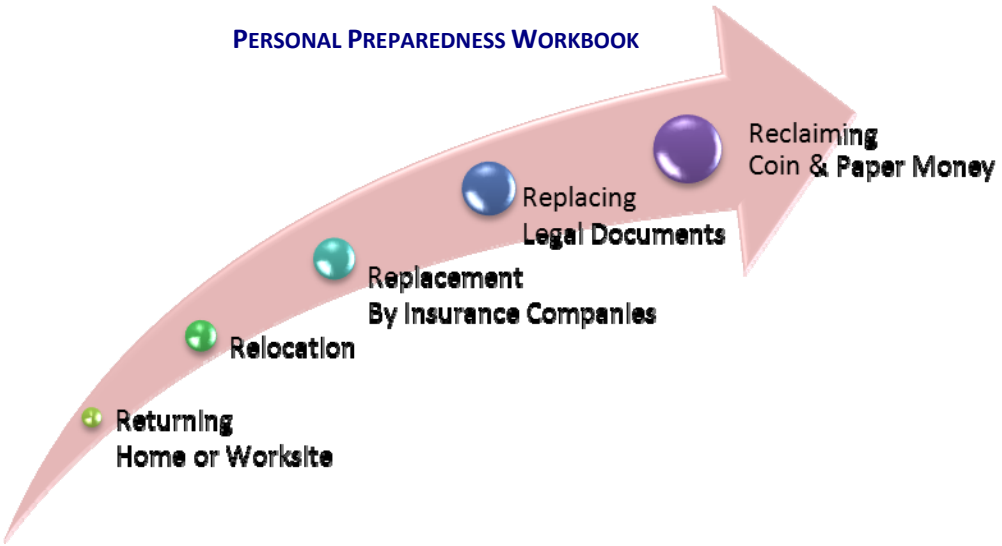
- The event will happen again.
- Someone will be injured or killed.
- They will be separated from the family.
- They will be left alone.

Overcoming Fear

You can help yourself and others if you are prepared mentally.

- Fear is normal. Feelings of fear are healthy and natural for adults and children.
- Loss of routine creates anxiety.
- Children see fear in adults as proof that danger is present.
- Participating in activities will help everyone feel that their life will return to "normal."

Helping Family & Coworkers	*Helping Children*
▪ Calm yourself & people around you	▪ Talking is especially important for children
▪ Talk about your experiences and fears.	▪ Use the public library or school resource center to help explain things in the child's terms.
▪ Monitor your own emotions.	▪ Offer extra affection and spend additional time during bedtime routine
▪ Encourage others to share their feelings too.	▪ Understand the child's sense of loss or grief over lost toys, pets, home or routine.
▪ Return to a normal routine as soon as possible	▪ Talk with the child's teacher if the fears are causing problems at school.
▪ Accept your limitations & others who surround you	
▪ Give a person something to do	



THE RECOVERY PROCESS

Everyone that has been affected by a disaster or large scale emergency faces many hurdles in recovery, no matter what kind of disastrous event occurred. This is true at home as well as at work.

Facilities, equipment, and inventory can be damaged. Employees can be injured or have suffered losses. Records can be destroyed. Even if our homes and worksites are unscathed, damage to the surrounding area, suppliers who are inoperative and complicated government regulations can disrupt normal business operations.

Severe damage may force the temporary or permanent relocation of your home or worksite. Materials and repairs may be difficult to find. You, a friend or family member, or your coworker might be preoccupied with losses and unable to devote their full attention to work.

Immediately following a disaster or major emergency, local officials, community based organizations, and the American Red Cross will be available to help you with your recovery. These groups can help by referring you to community resources and/or they will arrange for emergency assistance in the form of shelter, clothing, food, and counseling services.

Returning Home or Worksite

If you have had your structure inspected and local officials have indicated that you may return to your home or place of work:

- Remove odors or gases before occupying the building by opening doors and windows.
- If there is a chance that the gas lines have broken, turn off the gas meter before working around the premises.
- Call an electrician or power company for advice on safety precautions and repair before working on wiring and electrical equipment.
- Remove all standing water, as soon as possible.
- Make certain that the electricity is turned off before entering the building where appliances and electric machinery may be sitting in water.

Relocation

If your home or worksite is unsafe and moving is necessary:

- Protect yourself from theft, water and weather damage by removing all valuable items.
- Call your insurance company.
- If you are a renter, ask your landlord to return your rental deposit and any unused portion of your rent.
- If you have to move, there are several organizations you should notify to make the transition easier for you and your family. Report change of address to:

- DMV
- Your child's school
- Social Security office
- Supervisor
- Your personnel office
- Post Office
- Credit card companies
- Your bank
- Utility companies (water, electric, gas, phone)
- City or town hall
- Insurance company

Replacement by Insurance Companies

- Contact your landlord, Management Company, or insurance carrier if you have been temporarily or permanently displaced from your home to find what assistance is available to you and to help you develop a recovery plan.
- If you own the property and have insurance, contact your insurance agent immediately.
- Many insurance policies cover temporary housing expenses.
- The insurance company may also assist in the boarding-up of your home to protect your belongings.
- If you have renters insurance, check for specifics about replacement of damaged or destroyed items.
- Make every attempt to protect property from further damage or theft, if possible. Many insurance companies will not cover post-disaster damage.
- If you are not insured, or your insurance will not cover all of your losses, you may be able to deduct some of your losses from your federal income taxes. Consult your tax preparer.
- Take pictures of your losses and damages. Combine these with pictures and inventory you took before the emergency to demonstrate losses.

Contact Landlord, Management Company, or Insurance

Carrier

Insurance

Take photos of your lost and damaged items

Companies

Replacing Legal Documents

- Birth, death and marriage certificates may be obtained from the city or town where they were originally issued. There is usually a fee for certified replacements of these documents.

- To apply for copies of destroyed military discharge papers, veterans can obtain Standard Form 180 from the Veterans Administration office.

- Copies of divorce decrees can be obtained from the courthouse where the couple was granted the divorce. If the divorce was granted outside of California, make a request for a certified copy at the place it was issued. There is usually a charge for this service.

Coin or Paper Money Damage **Replaced at Any Bank**

Reclaiming Coin & Paper Money

If paper money and coins have been slightly damaged, there is a possibility of getting them replaced at any bank. If you cannot replace them, mail bills and coins (registered mail or registered parcel post) to:

Bills: Department of Treasury
Bureau of Engraving and Printing
OCS/BEFA, Room 344
Post Office Box 37048
Washington, DC, 20013

Coins: United States Mint
Fifth and Arch Streets
Philadelphia, PA, 16106

CHAPTER 5: EMERGENCY PREPAREDNESS RESOURCE GUIDE

EMERGENCY DISASTER PREPARATION

- Disasters can happen anytime and anywhere. And when disaster strikes, you may not have much time to respond.

- You and your family will cope best by preparing for a disaster before it strikes. One way to prepare is by assembling a Disaster Supplies Kit. Once a disaster hits, you will not have time to shop or search for supplies. But if you have gathered supplies in advance, your family can endure an evacuation or home confinement.

PREPARE YOUR EMERGENCY SUPPLY KIT

- Review the following checklist and use the Disaster Supplies and Preparedness Calendar.
- You may need them if you are confined at work and/or you and your family are confined
- Place the supplies you most likely need for evacuation in an easy-to-carry container.
- Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.
- Keep items in air-tight plastic bags.
- Change your stored water and bleach supply every six months so it stays fresh.
- Rotate your stored food every six months.
- Review your kit and family needs every six months. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

EMERGENCY KIT SUGGESTIONS

Kit For Your Vehicle

☐ A small battery powered radio (AM/FM) and extra batteries
☐ Flashlight with extra batteries
☐ Cellular phone and charger
☐ Blanket
☐ Jumper Cables
☐ Fire Extinguisher
☐ Maps
☐ Shovel
☐ Flares
☐ Bottled Water
☐ Tire repair kit and pump
☐ Nonperishable, high energy foods (granola bars, canned nuts, hard candy, trail mix, peanut butter & crackers)

Kit for Your Home

☐ Mess kits, paper cups, plastic utensils
☐ A small battery powered radio (AM/FM) and extra batteries
☐ Flashlight with extra batteries
☐ A small amount of cash and change, and a credit card
☐ An extra set of car and house keys
☐ Eyeglasses

☐ Have Critical family documents, in a portable, fireproof container (***See Vital Documents***).

EMERGENCY SUPPLY KIT CHECKLISTS

Water - 3 to 7 (7 is best) day supply - 1 gal. per person per day.

☐ Store water in sealed, unbreakable containers
Replace every 6 months

***Food &* Beverages** - 3 to 5 day supply of nonperishable packaged or canned food per person

☐ Ready to eat canned meats, fruits & vegetables
☐ Soups - bouillon cubes or dried soups in a cup
☐ Milk - powdered or canned
☐ Stress foods - sugar cookies, hard candy
☐ Juices - canned, powered or crystallized
☐ Smoked or dried meats such as beef jerky
☐ High energy foods - peanut butter, trail mix
☐ Sugar, salt/pepper, Vitamins
☐ Vegetable oil, dry pasta/ corn, soy beans
☐ Instant coffee, tea, cocoa
☐ Noncarbonated soft drinks

Clothing & Bedding - 1 complete set of clothing & footwear per person

☐ Sturdy shoes or work boots
☐ Warm socks, rain gear
☐ Blankets or sleeping bags
☐ Hats, gloves, warm clothing / thermal underwear
☐ Sunglasses
☐ Rain Gear

First Aid Kit

☐ First Aid Manual
☐ Sterile adhesive bandages
☐ 3 inch sterile gauze pads (8-12)
☐ Triangular bandages (3)
☐ Hypoallergenic adhesive tape
☐ 2 & 3 inch sterile roller bandages
☐ Scissors & Tweezers
☐ Needles & Safety razor blade
☐ Moistened towelettes
☐ Non breakable thermometer
☐ Latex gloves (2 pair)
☐ Tube of petroleum jelly or other lubricant
☐ Assorted sizes of safety pins
☐ Tongue blades & wooden applicator sticks
☐ Water purification tablets

Non-prescription Drugs

☐ Aspirin or non-aspirin pain reliever
☐ Anti-diarrhea medication
☐ Antacid (for stomach upset), Laxative
☐ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
☐ Activated charcoal (advised by Poison Control Center)

Tools & Supplies

☐ Mess kits, paper cups, plastic utensils
☐ Batteries, battery operated radio
☐ Flashlight, extra bulbs, extra batteries
☐ Wooden matches in waterproof container
☐ Aluminum foil, plastic storage containers
☐ Signal flare, fire extinguisher
☐ Paper, pencil & needles, thread
☐ Shovel & other useful tools
☐ Plastic sheeting, duct tape
☐ Maps (state, county, city)
☐ Money
☐ Family Emergency Plan
☐ Can Opener (hand operated)
☐ Utility Knife, tube tent/tarp
☐ Medicine dropper
☐ Dust mask & work gloves
☐ Shut-off wrench to turn off household gas & water

Sanitation

☐ Personal hygiene items
☐ Bar of Soap & Antiseptic spray
☐ Plastic garbage bags & ties
☐ Plastic bucket w/tight lid
☐ Spray disinfectant
☐ Towelettes or diaper wipes
☐ Toilet paper

Special Items

For Infants

☐ Formula, juice & powdered milk
☐ Diapers & wipes
☐ Bottles & medications

For Adults

☐ Prescription medications or insulin
☐ Denture needs
☐ Contact lenses, supplies & extra eyeglasses
☐ Entertainment - games, books, children's toys
☐ Cell phone, extra house / car keys
☐ Prepaid phone card

Important Family Documents

☐ Important phone numbers
☐ Wills, insurance policies
☐ Contracts, deeds, stocks & bonds
☐ Passports, social security cards
☐ Immunization records
☐ Family records (birth, marriage, death)

ESCAPE ROUTE AND UTILITIES FLOOR PLAN

Use this page to draw a floor plan of your house. Make a floor plan for each story of your home.

- ☐ Indicate primary exits from each room (doors, windows) and include location of escape.
- ☐ Identify and include location of escape ladders, ropes, etc.
- ☐ Identify location of emergency supplies.
- ☐ Mark location of utility valves, circuit breakers or fuses.
- ☐ Be sure all family members know where utilities are and how to turn them off.
- ☐ Be sure all family members know how to use a fire extinguisher.
- ☐ Family will reunite at _____ part of property or _____.

This worksheet contains standard information available on preparing for emergencies. Every reasonable effort has been made to ensure the accuracy of the material. East Bay Municipal Utility District, the Oakland Fire Services Agency, and authors do not assume responsibility nor liability in how the reader uses the information or the effect of any recommended practice, procedure or product specified in this worksheet and handouts.

EMERGENCY PREPAREDNESS CALENDAR

MONTH	TOPIC
January	Emergency Supply Kits for Home and Car
February	Seniors and Community Members with Special Needs
March	Chemical / Biological / Radiological / Nuclear Preparedness
April	Fire Safety
May	Heat Emergencies
June	Recreational Water Safety
July	First Aid for You and Your Pets
August	Business Preparedness
September	Winter Weather Preparedness / Ice Safety
October	Tornados and Power Outages
November	Financial Preparedness -"Protecting Your Welfare"
December	Terrorism and Emergency Preparedness

*For the Full Calendar of Events: Click Here

HELPFUL RESOURCES (OFFICE OF EMERGENCY SERVICES)

Local Phone Numbers

County	Address	Phone	Fax
Alameda	4985 Broder Blvd, Dublin, CA 94568	925-803-7800	925-803-7878
Amador	700 Court St, Jackson, CA 95642	209-223-6384	209-223-1609
Calaveras	891 Mtn. Ranch Rd, San Andreas, CA 95249	209-754-6303	209-754-6333
Contra Costa	50 Glacier Drive, Martinez, CA 94553	925-646-4461	925-646-1120
Lake	P.O. Box 489, 1220 Martin St, Lakeport, CA 95453	707-262-4090	707-262-4095
Marin	3501 Civic Center Dr, #266, San Rafael, CA 94903	415-499-6584	415-499-7450
Sacramento	711 G Street 2nd Flr, Sacramento, CA 95814	916-874-4670	916-930-9227
San Francisco	1003A Turk St, San Francisco, CA 94102	415-558-2700	415-431-7500
San Joaquin	222 E Weber Ave, Crt Hse, Rm 610, Stockton, CA 95202	209-468-3962	209-944-9015
San Mateo	400 County Center, Redwood City, CA 94063	650-363-4790	650-363-1868
Santa Clara	55 West Younger Ave, #435, San Jose, CA 95110	408-299-3751	408-294-4851
Solano	530 Clay St, Fairfield, CA 94533	707-784-1600	707-421-6383
Sonoma	2300 County Center Dr, #221A, Santa Rosa, CA 95403	707-565-1152	707-526-5555

Online Resources

Emergency Preparedness	Website	Contact Number
American Red Cross	http://www.siliconvalley-redcross.org/	Silicon Valley: 877-727-6771
FEMA	http://www.fema.gov/	1-800-621-3362 (FEMA)
Ready.gov	http://www.ready.gov/	Email: ready@fema.gov
72hours.org	http://72hours.org/	Email: contactus.dem@sfgov.org

PERSONAL EMERGENCY CONTACT & MEDICATION FORM

PATIENT INFORMATION			
Name:	Date of Birth:	Social Security Number:	
Home Address:		Home:	Cell:

Physician(s):	Physician's Phone Number:	Pharmacy:	Pharmacy's Phone Number:

EMERGENCY CONTACTS				
Name	Relationship	Home Phone	Mobile Phone	Work Phone

MEDICAL CONDITIONS		
1.	2.	3.
4.	5.	6.

ALLERGIES TO MEDICATIONS	
MEDICATION	REACTION

CURRENT MEDICATION REGIMEN

MEDICATION	DOSAGE	FREQUENCY	CONDITION / SPECIAL NOTES

HOME INVENTORY FILL- IN

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

HOME INVENTORY CONTINUED…

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

ITEM:

Photo Here

QUANTITY

PURCHASE DATE

ORIGINAL COST
$

CURRENT COST
$

REPAIR ESTIMATE
$

CHILDREN'S FILL- IN EMERGENCY PHONE NUMBERS

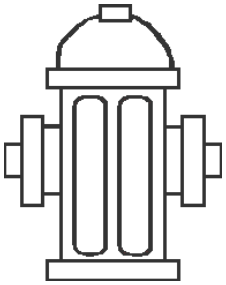
My Family Name:

My Phone Number:

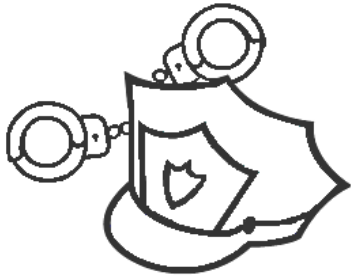
My Address:

My County:

Ambulance



Firefighter



Police / Sheriff

Mother

Father

Other

Page Left Intentionally Blank