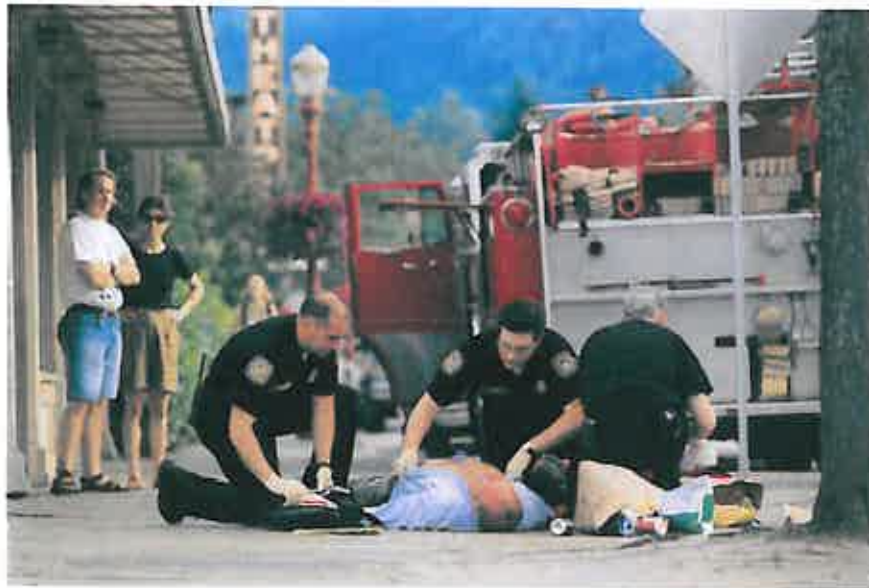


PLANNING FOR DISASTER



THE FIRST 72 HOURS

After a major disaster, it is unlikely that emergency response services will be able to immediately respond to everyone's needs, so it's very important that you be prepared to take care of yourself and your family. Plan to be on your own for at least the first 72 hours.



MAKE A PLAN

The following steps will help you prepare for any emergency:

Designate an out-of-state contact person.

Try to pick someone that is far enough away so that they are not affected by the same emergency. Provide this person with the names and contact information of the people you want to keep informed of your situation. Instruct family members to call this person and tell them where you are.

Duplicate important documents and inventory valuables, (in writing and with photographs or video) and keep copies of these documents off-site.

Keep documents either in a safety deposit box or with someone your trust. Documents to duplicate may include: birth certificate, passport, drivers license, social security card, wills, marriage statement, deeds, financial statements, credit cards, insurance information, and prescriptions.

Make your home safe.

View each room with a “disaster eye” and identify and fix any possible hazards.

- Install smoke detectors on each level of your home and change batteries every 6 months.
- Move beds away from windows.
- Move mirrors and heavy pictures away from couches or places where people sit.
- Clear hallways and exits for easy evacuation.
- Store heavy items on the lowest shelves.
- Keep ABC type fire extinguishers and know how and when to use them.
- Strap down your water heater and fit it with a flexible gas supply line.
- Store flammable or highly reactive chemicals securely and separate from each other.
- Secure pictures, wall hangings, and heavy items such as bookcases and file cabinets.
- Locate the gas main and other utilities and know how and when to turn them off.

Make a household/family plan.

Talk with your family about the potential disasters that can happen and why it's necessary to prepare for them. Involve all key people in the planning.

- Make sure everyone knows where to find your disaster emergency kit (emergency supplies for home use) and go-bags (emergency supplies you take with you if evacuation is required).
- Keep a flashlight and a pair of shoes under everyone's bed in case there is an earthquake during the night. Use a plastic bag tied to the leg of the bed to keep these items from moving during the earthquake.
- Plan where to meet if your home becomes unsafe. Choose two places, one just outside your home and one outside your neighborhood in case you are told to evacuate.
- Determine the best escape routes from your home. Try and identify two escape routes.
- Make sure each member knows who your family's out-of-state contact is and instruct them to call this person and tell him/her where they are.
- Make sure all household members know how and when to turn the utilities off.
- Practice using your evacuation routes and go through the Duck, Cover & Hold and Stop, Drop & Roll drills.
- Teach each member of your family how to use a fire extinguisher.
- Create emergency response cards for each of your family members.
- Take into account the special needs of children, seniors, people with disabilities, family members that don't speak English and pets.

Put together a disaster emergency kit and a go-bag for each family member in case you have to evacuate.

Plan to have supplies for yourself and family for at least 3 days following a disaster.

Emergency Contacts:

Local Contact _____
Relationship (family, friend, neighbor, etc) _____
Address _____
Telephone _____
(Work #, HM #, Cell #)

Out of Area Contact _____
Relationship _____
Address _____
Telephone _____
(Work #, HM #, Cell #)

Family Reunion Procedures:

First Meeting site (just outside of your home) _____
Alternative Meeting site (outside of your neighborhood) _____

Medical & Insurance Information:

Doctor _____
(Name, Telephone Number, Policy)

Pharmacy _____
(Name, Telephone Number, Policy)

Medical Insurance _____
(Name, Telephone Number, Policy)

Homeowners/Renters Insurance _____
(Name, Telephone Number, Policy)

Medication List for _____
(Name)

Name of medication _____
Dosage _____
Reason for taking _____
Prescription # _____

Medication List for _____
(Name)

Name of medication _____
Dosage _____
Reason for taking _____
Prescription # _____

Medication List for _____
(Name)

Name of medication _____
Dosage _____
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Medication List for _____

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Dosage _____

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Telephone _____
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(Name)

Name of medication _____

Dosage _____

Reason for taking _____

Prescription # _____

Medication List for _____
(Name)

Name of medication _____

Dosage _____

Reason for taking _____

Prescription # _____

Medication List for _____
(Name)

Name of medication _____

Dosage _____

Reason for taking _____

Prescription # _____

EXTRA TIPS

For Seniors and People with Disabilities

- Tell your neighbors if you cannot move well or quickly in an emergency and make arrangements for someone to check on you. Develop a personal support network of people who will check on you following a disaster.
- Your personal attendant or home health agency worker may have problems related to the disaster and may not be able to help you. Talk with your personal attendant about their agency's plan for continued client services in an emergency.
- Try to always maintain a 3-day supply of your prescription medications. If you use oxygen keep an emergency supply for 3-days or more.
- For all medical equipment requiring electrical power, such as breathing equipment and infusion pumps, check with your medical supply company about a backup power source. This could include a battery pack or generator.

For Parents

- Include your children in family discussion and planning for emergency safety. Also role-play with children to help them remain calm in emergencies and to practice basic emergency responses such as evacuation routes, and drills for Duck, Cover, and Hold and Stop, Drop and Roll.
- Teach your children their basic personal information so they can identify themselves and get help if they become separated from a parent or guardian. Prepare an emergency card with this information for your child including their full name, address, phone number, parent's work number and out of state contact.
- Teach children to dial their home telephone number, and Emergency 9-1-1. Role-play with children on what to say when calling Emergency 9-1-1.
- Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to get to them.
- Make sure each child knows the family's alternate meeting sites if you are separated in a disaster and cannot return to your home.
- Make sure each child knows how to reach your family's out-of-state contact person.
- Teach children what gas smells like and advise them to tell an adult if they smell gas after an emergency.
- Role-play with children as to what they should do if a parent is suddenly sick or injured.

For Pet Owners

- Arrange for a neighbor to check on your pets and take care of them if a disaster occurs while you are not at home.
- Bring all pets into the house so that you won't have to search for them if you have to leave in a hurry.
- If you must evacuate your home in a disaster, keep in mind that most disaster shelters cannot accept pets because of health and safety regulations. Service animals for people with disabilities are an exception.
- Ask friends or relatives outside the affected area to shelter your animals if necessary.
- Ask local animal shelters if they provide emergency shelter or foster care for pets in a disaster.
- Don't forget food for your pets. Store canned and dry pet food along with an extra collar and leash in your emergency kit. If you are evacuated, you may have to leave your pets behind with extra food.
- Animals react differently under stress. Outside your home and in the car, keep dogs securely leashed. Transport cats in carriers. The most trustworthy pets may panic, hide, and try to escape or even bite or scratch.
- When you return home, give your pets time to settle back into their routines. Consult your veterinarian if any behavioral problems persist.

For Emergency Food Supplies

- Use canned foods for easy storage and long shelf life. Choose ready-to-eat canned meat, fruits, and vegetables that your family likes. (During a disaster is not the time to try new menu items. You're under enough stress already!) Keep food fresh by checking dates and replacing it every year.
- Also recommended are canned or dried juice mixes; powdered or canned milk; high energy food (peanut butter, jelly, crackers, unsalted nuts, trail mix); cereals; and rice.
- Store your emergency food supplies in single- or family meal-size packaging. Un-refrigerated leftovers can lead to food poisoning.
- Add a manual can opener, cooking and eating utensils, and basic food seasonings.

For Water Storage and Purification

- Store a three day supply of water for each family member. One gallon per person per day is recommended for drinking, cooking, and washing. Remember to include water for your pets. Write the date on the water containers and replace them every six months.

- Learn how to remove the water from your hot water heater just in case you need it. Be sure to turn off the gas or electricity to the tank before draining off the water for emergency use.
- Purify water by boiling it for 5 to 10 minutes or by adding drops of household bleach containing 5.25% hypochlorite. The Federal Emergency Management (FEMA) recommends 16 drops of bleach per gallon of water.

KNOW YOUR UTILITIES

The ability to locate and operate utility shutoffs will increase safety and reduce property damage in a disaster situation.

Natural Gas

- Natural gas leaks can cause an explosive and flammable atmosphere inside a building.
- The main shutoff valve is next to the main gas meter, usually located on the exterior of your home or building.
- If you smell gas, shut off the main valve and open all windows and doors.
- Only turn off gas if you smell a leak. Another indicator of a leak is if the unmarked wheels on the gas meter are spinning.
- Never use candles or matches. Do not turn on electrical switches or appliances.
- To turn gas off, turn the lever $\frac{1}{4}$ turn; when lever crosses the direction of the pipe (across the flow) the gas is off.
- Keep a crescent wrench or gas shut-off tool nearby to turn the lever.
- Once you turn off the gas it may take several days for it to be turned back on. **NEVER ATTEMPT TO TURN THE GAS BACK ON... LET PG&E DO IT.**

Electricity

- Electricity can be deadly. Electrocution can result from direct contact with live wires or anything that has been energized by these wires.
- Know where your home's main electric switch is. It may be a pull handle or a very large circuit breaker inside the panel box.
- Shut off electricity when:
 - Arcing or burning occurs in electrical devices.
 - You smell the distinct odor of burning insulation.
 - The area around switches or plugs is blackened and/or hot to the touch.
 - The complete loss of power is accompanied by the smell of burning material.

Water

- Water not only creates property damage, but can also cause electrocution if electrical wires energize it.
- An inside shutoff is usually located in the basement, garage, or alley. The inside water shutoff is located on a riser pipe and is usually a red or yellow wheel.

- In either case, to shut off the water, turn wheel clockwise until off.
- Shut off the water when there is a severe leak inside the building.

Phones

Plan for how you will communicate with loved ones after a disaster.

- Long-distance phone lines often work before local phone lines so identify an out-of-state contact and provide this person with the contact information of the people you want to keep informed of your situation. Share this information with your family and friends locally.
- Avoid making non-urgent phone calls after a disaster—even if phone lines are un-damaged, increased traffic can jam phone circuits.
- Don't count on your cell phone—increased traffic on cell phone networks can quickly overload wireless capacity.
- Keep coins in your go-bag, payphones are more likely to work before other phone lines.
- Cordless phones or phone systems require electricity so make sure you have a backup phone that requires no electricity.
- After an earthquake, check all your telephones to be sure they have not shaken off the hook and are tying up a line.

72 HOUR FAMILY EMERGENCY KIT AND GO-BAG

After a major disaster the usual services we take for granted, such as running water, refrigeration, and telephones, may be unavailable. Experts recommend that you should be prepared to be self-sufficient for at least three days. The following lists of items will help you put together your emergency kit and go-bag. Bring these lists with you to the grocery and hardware stores to supplement any of these items that you don't already have at home.

EMERGENCY KIT

Your basic emergency kit should include:

- Water—one gallon of drinking water per person and pet per day; rotate every 6 months
- Food—ready to eat or requiring minimal water, such as canned tuna, canned fruit and vegetables, canned beans, raisins, peanut butter, granola bars, canned milk. For children, include comfort food and other items your family will eat
- Manual can opener
- First Aid Kit—two pairs disposable gloves, sterile dressing, cleansing agent/soap, antibiotic ointment, burn ointment, adhesive bandages, eye wash, scissors, diarrhea medication, prescription medications and prescribed medical supplies
- Essential medications
- Flashlight
- Radio—battery operated
- Batteries
- Cash in small denominations
- A copy of important documents and phone numbers
- Unscented liquid household bleach for water purification
- Personal hygiene items including toilet paper, feminine supplies, and soap

- Sturdy shoes
- Heavy gloves
- Warm clothes, a hat and rain gear
- A local map
- Extra prescription eye glasses, hearing aid or other vital personal items
- Plastic sheeting, duct tape and utility knife for covering broken windows
- Blanket or sleeping bag
- Extra keys to your house and vehicle
- Large plastic bags for waste and sanitation
- Diapers and other items for babies and small children
- Special need items for family members with mobility issues such as an extra cane or manual wheelchair in case there is no power for recharging an electric wheelchair
- For your pets, drinking water, bowls, food, cat litter, extra leash and/or pet carrier, toys, and veterinary records

GO-BAG

A go-bag is for use in the event of an evacuation. Be sure that your bag is easy to carry and that it has an ID tag. Prepare one for each family member. Keep a go-bag at home, at work, and in your vehicle.

The following should be included in your Go-bag:

- Some water, food, and a manual can opener
- Flashlight
- Radio—battery operated
- Batteries
- Whistle
- Personal medications and prescriptions
- Extra keys to your house and vehicle
- Basic First Aid Kit and instructions
- Walking shoes, warm clothes, a hat, and rain gear
- Extra prescription eye glasses, hearing aid or other vital personal items
- Toilet paper, plastic bags and other hygiene supplies
- Dust mask
- Pocket knife
- Paper, pens and tape for leaving messages
- Cash in small denominations
- Copies of insurance and identification cards
- A recent picture of your family members and pets
- In your child's go-bag include a favorite toy, game or book as well as his or her emergency card with reunification location and out-of-area contact information

WHAT TO DO IF YOU ARE INVOLVED IN A/AN

☐ Earthquake

Know what to do when the shaking begins: **DROP, COVER, AND HOLD ON!**

- **DROP** to the floor.
- Take cover under a sturdy piece of furniture or next to an interior wall. **COVER** your head and neck with your arms. Stay away from windows.
- **HOLD ON** to a sturdy piece of furniture and be prepared to move with it.
- Stay where you are until the shaking stops and you're sure it's safe to exit – use caution when exiting buildings.
- If you are downtown, it is safer to remain inside a building after an earthquake unless there is a fire or gas leak.
- Never take elevators after an earthquake.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.
- If you are a senior or are disabled and you are in a wheelchair during an earthquake, stay in it and go into a doorway that doesn't have a door. Lock your wheelchair brakes. Cover your head and neck with your hands.
- If you are a senior or are disabled and you are in a bed or are out of your wheelchair, stay put and cover your head.
- After the shaking stops check yourself and others for injuries. Give first aid for serious injuries.
- Turn off the gas only if you smell gas.
- Listen to the radio for instruction. Expect aftershocks.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.
- Inspect your home for damage.

Evacuation

If you are told to evacuate by local officials, leave immediately:

- Wear sturdy shoes and appropriate clothing.
- Take your emergency go-bag.
- Follow instructions of public safety officials and use authorized travel routes.
- Lock your home, if possible.
- If you have time, leave a note telling others when you left and where you are going.
- Once you are safe, call your out-of-state contact and tell them where you are.

Plan Ahead

- Identify ahead of time where you could go if you are told to evacuate. Choose several places—a friend's home in another town, a motel, or a shelter.
- Keep handy the telephone numbers of these places, as well as a road map.
- Consider the need to take any important prescription medications and medical supplies, as well as important documents with you. These items should be in your go-bag.

Fire

If your smoke detector goes off or if there is a fire:

- Remain calm and get out. Do not try to fight the fire.
- Call 9-1-1 from a safe place.
- If your clothes catch on fire, **STOP** where you are, **DROP** to the ground, and **ROLL** over and over to smother the flames.
- Drop to the floor to avoid smoke and fumes – crawl to safety.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- If you are unable to get out of your home for any reason, stay near a window and close to the floor. If possible, signal for help.

❑ Power Outage

Power cuts can be due to rolling black outs, extreme weather conditions, or accompany other disasters such as earthquakes. If there is no power in your neighborhood:

- Turn off all appliances, computers, and lights – except one that will indicate when power has been restored.
- Keep the refrigerator closed; this will help to keep food cold longer.
- Be very careful of fire hazards caused by candles and other flammable light sources. Never leave an open flame unattended.
- When power is restored, check all appliances.
- If a traffic signal is not working, treat it as a stop sign.

❑ Storm / Flooding

Winter rains can cause floods, landslides, uprooted trees, and downed or broken utility lines in almost any neighborhood. For information on free sandbags to protect your property, check the West Sacramento web page or call the Department of Public Works at (916) 617- 4850. The City of West Sacramento will provide up to 10 sandbags per household.

During the Storm:

- If water has entered a garage or basement, do not walk through it – it may contain hazardous materials.
- Do not try to drive over a flooded road. If your car stalls, abandon it immediately. Attempting to move a stalled vehicle in flood conditions can be fatal.
- Tune to KFBK – 1530 AM or local TV channels for emergency advisories and instructions.
- If you are asked to leave your property, disconnect all electrical appliances.
- Call (916) 617- 4850 to report fallen trees or tree limbs, or clogged catch basins.
- Call (916) 617 - 4850 to report flooded streets.
- Avoid downed power lines and broken gas lines. Report them to PG&E, (800) 743 – 5000.

☐ Terrorism

Terrorism may involve devastating acts using weapons of mass destruction (WMD). These weapons range from chemical agents, biological hazards, and radiological or nuclear devices to explosives devices. The primary objective of a terrorist is to create widespread fear.

If there is a Terrorist Attack:

- Stay calm.
- Be vigilant. Look out for secondary hazards such as falling debris or additional attacks.
- Follow the instructions of emergency service personnel.

If you receive a Bomb Threat:

- Ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why did you place the bomb?
 - Where are you calling from?
- Record the exact time and length of the call.
- Write down the exact words of the caller.
- Listen carefully to the caller's voice and background noise.
- After you hang up, call 9-1-1 immediately from a hard-wired telephone – **DO NOT** use cell phones to report a bomb threat.

Web Sites of Interest

1. www.redcross.org
 - a. Disaster Services
 - b. Get Prepared
2. www.cityofwestsacramento.org
 - a. Slow rise flood stage definitions
 - b. Current river conditions (On Fire Department Page)
3. www.cdec.water.ca.gov/guidance_plots/IST_gp.html
 - a. This will give you current and future information on the I St Bridge water level.
 - b. You will find the information on the Lisbon gage by clicking on next on the above chart.