



City of Dublin  
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# **Family Disaster Preparedness Guide**



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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### INTRODUCTION

Local and Federal government emergency services generally concede that they CANNOT fully respond to a major catastrophe in our area in less than 72 hours. This document has been prepared to help you and your neighbors to SURVIVE until government assistance becomes available.

This document is designed to lead you through quick, easy, individual steps to SURVIVE 72 hours. The WHY has been avoided where generally obvious, while presenting the most current information to support the WHAT and HOW.

First, read the document through, and then read it a second time; you'll be surprised what you missed. Second, decide what your family needs to SURVIVE, recognizing that advance preparation greatly improves your family's chances of survival. Using this document without any advance preparation only marginally improves your family's chances of survival in a major catastrophe.

Finally, proceed through the preparation process by overcoming the rationalization that nothing will happen or, if it does, it will "not be that bad." Fires, earthquakes, tornadoes, riots, etc., are reported daily in the news. IT CAN BE THAT BAD! Be diligent in your preparations for an event we hope will never occur. Work with your neighbors to help them prepare too.

To begin using this document following an emergency, turn to page four (4) and begin with the Day 0 Checklist. The checklist is a table of contents directing you to the appropriate subject.



# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## SCOPE

This document is designed to guide you through the basic steps of preparing for a local or area-wide disaster, as well as executing the necessary actions to stay alive during and after a major catastrophe.

## ASSUMPTIONS

The assumptions used to prepare this document are as follows:

1. Fire, police, medical and ambulance services may be unable to respond to residential and industrial areas for at least 72 hours following a major catastrophe, because roadways generally may be impassable.
2. Following a major earthquake, most local disaster plans require the CLOSING of all bridges in the area until they can be inspected for safety. This probably will catch many family members away from home and emphasizes the need for advance planning.
3. Hospitals may be full to overflowing with victims from the immediate vicinity who can reach these medical facilities by walking or by driving extremely short distances.
4. Material needs, such as water, food, blankets, etc., will not be available from local or federal government sources for at least 72 hours after the disaster occurs.
5. Electrical power, natural gas, water, sewer and telephone services may be virtually or completely unavailable.

If the family home is unable to provide structurally safe shelter, move in with friends, set up shelter outside the home, or possibly, if conditions allow you to get there, move into a motel.

***The Emergency Services Act requires that all public employees are Disaster Service Workers (DSW) as defined in Section 3211.92, Labor Code.***



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### DISCLAIMER

The City of Dublin will not be held responsible for the use or misuse of any information listed in this document.

REMEMBER

*To fail to plan is to plan to fail*



# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## BE PREPARED

Know and understand this emergency information.

- ✓ Prepare a kit of emergency supplies
- ✓ Develop an emergency plan for your home or workplace
- ✓ Talk with your neighbors about an emergency plan
- ✓ Familiarize yourself with your child's school emergency plan
- ✓ Make provisions for your pets or livestock

## FOR MORE INFORMATION

Take advantage of the helpful emergency information available at the following websites:

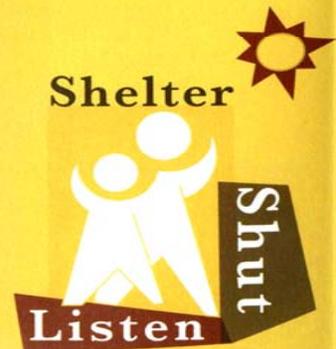
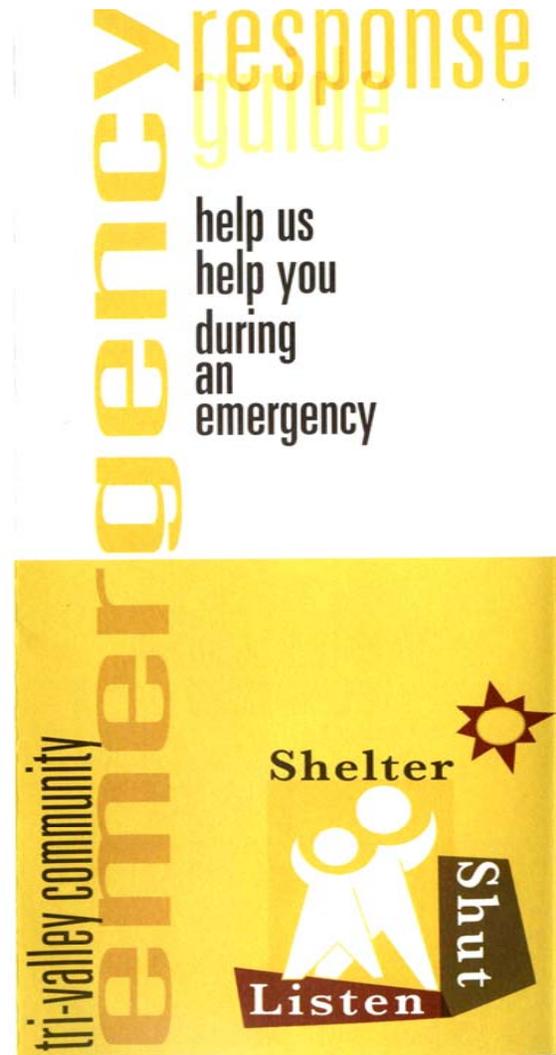
- [www.ready.gov](http://www.ready.gov)
- [www.prepare.org](http://www.prepare.org)
- [www.oes.ca.gov](http://www.oes.ca.gov)
- [www.co.alameda.ca.us](http://www.co.alameda.ca.us)
- [www.lpfire.org](http://www.lpfire.org)
- [www.ci.dublin.ca.us](http://www.ci.dublin.ca.us)



For more information contact your local office of emergency services

This emergency guide was produced in a collaboration between the Alameda County Office of Emergency Services, the Livermore-Pleasanton Fire Department, the City of Dublin and Lawrence Livermore National Laboratory.

TRI-VALLEY COMMUNITY EMERGENCY RESPONSE GUIDE





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### WHAT IS AN EMERGENCY?

A community-wide emergency is any event that presents an immediate threat to you, your neighbors, and your surroundings.

This could involve a natural or industrial hazard, or a national security concern. The public safety officials in your community, in partnership with local industry and federal agencies, are prepared to assist you should a community-wide emergency occur.

**Call 911 only if you have a life-threatening emergency**

### HOW YOU WILL BE NOTIFIED IN AN EMERGENCY

If you are in an affected area, you will be notified by telephone through a community alert system. If a telephone alert is received, tune to KCBS Radio (740-AM) or your local television station for instructions. You may be instructed to Shelter–Shut–Listen, or to evacuate your area.

**Most importantly, remain calm.**

# 1. shelter

In some emergencies you may be instructed to shelter-in-place. If so, remain calm and seek immediate shelter in your home, nearby building or automobile. When necessary, obtain shelter for pets or livestock.

# 2. shut

Once inside, close all doors and windows. Turn off or close all ventilation systems. Extinguish any pilot lights, and locate emergency supplies.

# 3. listen

Tune to KCBS Radio (740-AM) or your local television station for instructions.

### IF EVACUATION IS NECESSARY

Listen carefully to KCBS Radio (740-AM) or your local television station to be certain you are in an evacuation area.

#### IMPORTANT STEPS FOR EVACUATION

- ✓ Leave your area within the instructed time
- ✓ Keep telephone lines free for emergency use only
- ✓ Turn off all stoves and space heaters
- ✓ Leave pets and livestock sheltered with food and water
- ✓ Take vital documents and emergency supplies (including prescription medications) with you
- ✓ Safely drive the route provided to you by public safety officials
- ✓ Keep automobile windows and vents closed until you reach your destination
- ✓ If you need transportation assistance contact a neighbor or call 911



# DAY 0 CHECKLIST

Advance Preparation (Locate the appropriate sections)

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## DAY 1 CHECKLIST

### After the Emergency

#### IMMEDIATE (1-2 hours) AT HOME

1. \_\_\_\_\_ Check for personal injury, be calm
2. \_\_\_\_\_ Check for fire
3. \_\_\_\_\_ Account for family members who are home
4. \_\_\_\_\_ Check for family member injuries
5. \_\_\_\_\_ Check utilities (no electrical switch movement if you smell gas!)
6. \_\_\_\_\_ Assess home for structural damage
7. \_\_\_\_\_ Put phone(s) back on hook, make only essential calls.
8. \_\_\_\_\_ Check for damage to car
9. \_\_\_\_\_ Check water, food, first aid supply
10. \_\_\_\_\_ Monitor TV/Radio
11. \_\_\_\_\_ Account for family members away from home

#### IMMEDIATE (1-2 hours) AT WORK

1. \_\_\_\_\_ Check for personal injury, be calm
2. \_\_\_\_\_ Observe safety of structure/fire - evacuate if necessary
3. \_\_\_\_\_ Provide emergency aid to co-workers
4. \_\_\_\_\_ Get 72-hour kit from car. Put on heavy sole shoes, jacket, gloves, etc.
5. \_\_\_\_\_ Turn on car radio. Listen for emergency information:
  - Are roads and bridges open/passable?
  - Best to travel by vehicle or foot?
  - Best to remain until daylight?
6. \_\_\_\_\_ Check in with out-of-area/state family emergency phone contact.
7. \_\_\_\_\_ Be sure car is safe to drive.
8. \_\_\_\_\_ If car is left, leave name on a note and what route you are taking, i.e.,  
"Route B" home/rendezvous point (be sure your family knows where  
"Route B" takes you).
9. \_\_\_\_\_ Beware of dehydration. Drink at least a pint of water immediately.
10. \_\_\_\_\_ Eat if you feel like it and have water available.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

11. \_\_\_\_\_ Take medications on time. Set your watch.
12. \_\_\_\_\_ Keep checking in with out-of-area/state phone contact until you reach rendezvous point/home.
13. \_\_\_\_\_ Observe weather conditions. If you are walking, this is important so you have adequate time to find or make shelter.

### AFTER INITIAL DISASTER (2-12 hours)

1. \_\_\_\_\_ Recheck yourself and your family members' first aid needs.
2. \_\_\_\_\_ Perform structural inspection
3. \_\_\_\_\_ Evacuate home (if required)
4. \_\_\_\_\_ Evacuate area (if required)
5. \_\_\_\_\_ Set up sanitation facility
6. \_\_\_\_\_ Check on neighbors
7. \_\_\_\_\_ Eat/drink/rest
8. \_\_\_\_\_ Monitor TV/Radio

### REMAINDER OF DAY (12-24 hours)

1. \_\_\_\_\_ Recheck first aid needs
2. \_\_\_\_\_ Improve shelter as required
3. \_\_\_\_\_ Monitor TV/Radio
4. \_\_\_\_\_ Set up alternative heat sources
5. \_\_\_\_\_ Salvage debris for potential use
6. \_\_\_\_\_ Collect garbage
7. \_\_\_\_\_ Check on neighbors
8. \_\_\_\_\_ Set up job assignments
9. \_\_\_\_\_ Eat/drink/rest



## DAY 2 CHECKLIST

1. \_\_\_\_\_ Check for personal injury
2. \_\_\_\_\_ Check for radio, TV messages
3. \_\_\_\_\_ Check food, water
4. \_\_\_\_\_ Assure phone is on hook
5. \_\_\_\_\_ Evacuate home (if required)
6. \_\_\_\_\_ Evacuate area (if required)
7. \_\_\_\_\_ Check sanitation facility
8. \_\_\_\_\_ Check on neighbors
9. \_\_\_\_\_ Collect garbage
10. \_\_\_\_\_ Take pictures, notes for recovery assistance



## DAY 3 CHECKLIST

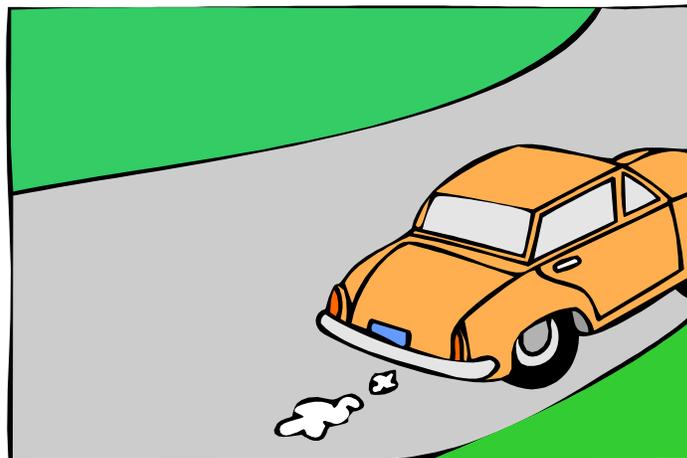
1. \_\_\_\_\_ Check personal injuries
2. \_\_\_\_\_ Listen for radio, TV messages
3. \_\_\_\_\_ Check sanitation facility
4. \_\_\_\_\_ Check on neighbors
5. \_\_\_\_\_ Report status
6. \_\_\_\_\_ Collect garbage
7. \_\_\_\_\_ Take pictures, notes for recovery assistance



### EVACUATE HOUSE

1. Locate family members
2. Turn off gas only if you smell gas
3. Load 72-hour kit in car.
4. Load important papers
5. Turn off water
6. Turn off unnecessary electrical appliances, except refrigerator/freezer
7. Place telephones on hook
8. Lock all doors, including garage
9. Lock all windows
10. Load family and pet(s) into car
11. Lock front door as you leave
12. Review evacuation route map
13. Leave note telling where you can be contacted
14. Leave

***Note: Do not enter buildings that are unsafe. Further collapse may occur due to aftershocks.***



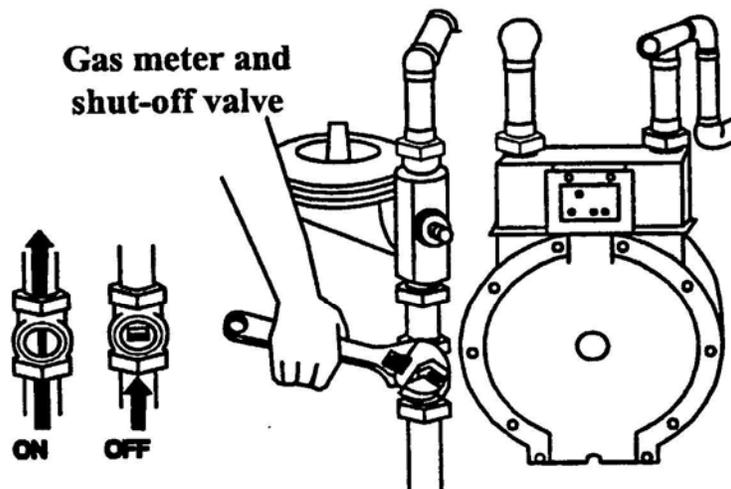


## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### TURN OFF UTILITIES

#### GAS

1. Turn gas off **ONLY** if you smell gas.
2. If you do smell gas, open the windows and leave the house. **DO NOT** use the phone. **DO NOT** turn **OFF** any electrical switches, or anything that will cause a spark.
3. Turn OFF the main gas shut-off valve. This valve is located next to your gas meter outside the house. Use a crescent wrench to turn the valve one quarter-turn, in either direction, to the “OFF” position (vertical is “ON” (!); horizontal is “OFF” (--)).
4. For safety purposes, only the gas company should turn the meter back on. Only turn the gas off when absolutely necessary. **DO NOT** experiment with the valve to see if it is “working.” To have it checked, call the utility company for assistance.



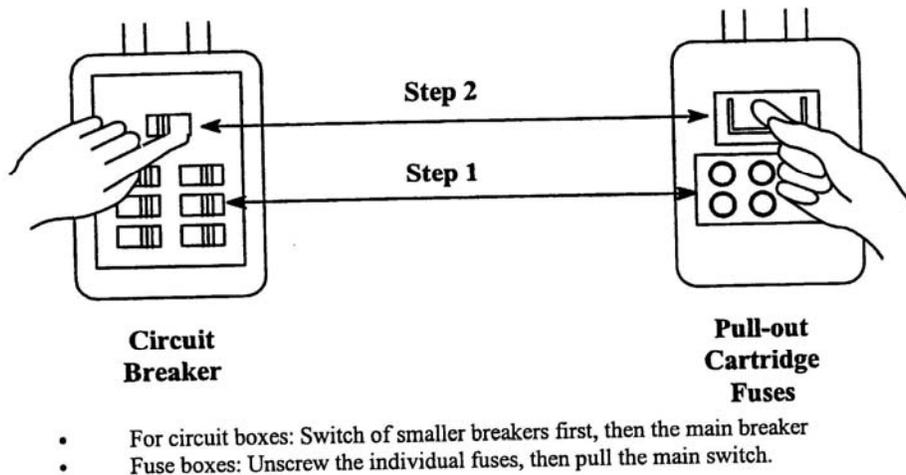
**Have wrench stored in a specific location where it will be immediately available**



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### ELECTRICITY

1. Turn “OFF” **ONLY** if you see sparks or a fallen wire, or have reason to believe there is an electrical system malfunction.
2. Locate the main circuit box. It may be outside the house (often near gas meter), in the garage toward the outside wall, or in the hall in one of the rooms (primarily apartments).
3. Locate the “Main” circuit breaker or fuse. Turn the circuit breaker to the “OFF” position/or pull the fuse out.
4. To restore electrical service call your power company.



### WATER

1. Turn off water service of the house. It is usually located in the front of the house near the hose bib. If there is damage to the piping in this area, or you are unable to locate the shut off, turn off at the water meter.
2. Locate the main shut-off valve outside the house. It is usually in a concrete box at ground level next to the sidewalk with cover that says “Water Meter”. You will need a screw driver/knife/stick to open the metal cover.
3. Turn the valve clockwise to turn “OFF”. Replace the cover.
4. Turn each valve counterclockwise (to the left) to restore water flow.
5. For any concerns regarding your water, contact your local water company.

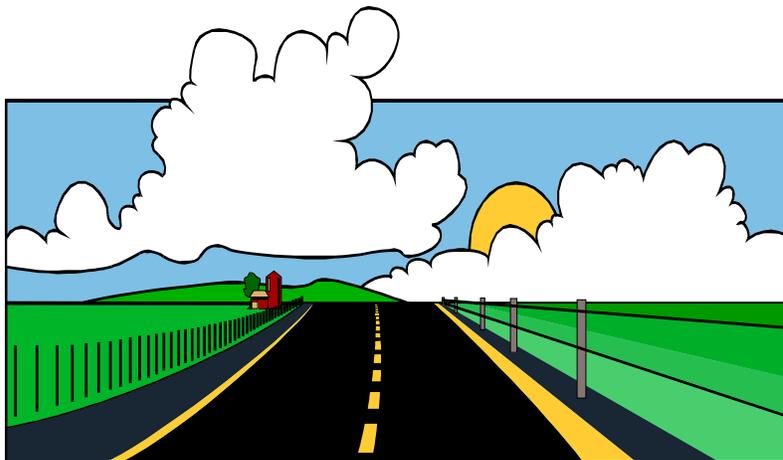


## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### DETERMINE EVACUATION ROUTES

#### EVACUATION FROM YOUR HOME:

1. Keep detailed maps of the local area in your car. Have each potential evacuation route noted with a marking pen.
2. Drive those routes that you do not normally travel so you are aware of any changes. It is vital that you completely understand each of these routes now as your mind could go blank in a crisis.
3. It is also important to keep your car in good condition so you can leave on a moment's notice. Have extra oil, oil filter, and water available. Storing large amounts of gasoline (5-10 gallons) around your home, even in approved containers, is **NOT** advised due to the explosion hazard. Always keep your car gas tank at least half full. Snow chains and jumper cables should be kept in your car at all times. Extra wiper blades, fan belts, tow rope, signal whistle, and mirrors are also useful.
4. Be sure to include a 72-hour kit for each family member (Page 25).
5. If appropriate, turn off utilities (Page 11) before evacuating your home. Leave a note in a prominent position on the outside of your home to let others know you are okay and where you may be contacted.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### EVACUATION FROM YOUR BUSINESS TO YOUR HOME

This will depend very much on the type of disaster.

Fire

Take your normal route home as this is assumed to be a local disaster.

Earthquake

ALL bridges will likely be closed to traffic. If you must use a bridge to cross a river, a lake or another highway, decide if you can get home by another route that has no bridges or overpasses. If this alternate route can be made on foot only or part way by auto and part by foot, decide if you are physically capable of walking the distance. Leave a note on your car stating where you are and what route you are taking home, e.g., "Plan B: (be sure your family fully understands that route). Be sure to have your 72-hour kit in your car.

In An Earthquake

#### ***DROP, COVER, and HOLD***

##### ***Earthquake procedures in the home or office***

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes. You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards

##### ***Earthquake procedures while outside or in a vehicle***

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. **DROP** to the ground and **COVER** the back of the neck with your hands. Be aware of aftershocks. Do not re-enter buildings until it is determined safe to do so.

While in a vehicle, you should pull over to the side of the road and stop. If you are on a bridge, overpass, or under power lines, continue on until you are away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of after shocks, downed wires, or roads blocked by debris.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### LOCATE CHILDREN

KNOW HOW TO GET TO THEM AT SCHOOL AND AT PLAY

#### AT SCHOOL

- They should remain at school until you come for them. Make sure your child understands it may take a while to get to them (see Children's 72 hour kit (page 31).
- Plan ahead to have someone pick them up if you are unable to get to them. Know the policies of your school or daycare center. Most schools require a letter be kept on file giving specific permission for someone else to pick up your child, e.g., your mother, daycare provider, etc.
- Contact your child's school to determine if and where they will be moved if school evacuation is necessary.

#### AT PLAY

- Agree on a place to meet--neighbor, relative, home. Sometimes it will be safer for the children to stay right where they are. Train your children to know when it is safe to go somewhere else and when it is safe to stay where they are.
- Reassure children. They probably will still be afraid after the disaster, even when you are united. Let them talk -- listen to them.
- Rehearse these situations after Sunday dinners, first day of school, first day of summer vacation, etc., so they really know what to do.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### DETERMINE FAMILY ASSEMBLY POINT

#### Have family planning meetings

Make decisions where to meet. The following suggestions are provided:

1. Where to meet after a disaster:
  - a. Home, if possible
  - b. Neighbor's
  - c. Relative or friend
  
2. In case of fire:
  - a. Next door
  - b. Nearby corner
  - c. Neighbor's

Go over the plan often; keep it up-to-date. Playact different situations and practice the plan to see if you need to make changes.

Review on each family member's birthday.

Each family member should carry the phone number of a relative or family friend who lives far from your home. If family members are separated at the time of the major catastrophe, they should try to call the relative/friend and tell them they are OK and where they are going, or where they are staying. (Often times you can call out of a disaster area, but no one can call in.) This simple action can bring much comfort to many people, including yourself.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### RECREATIONAL ACTIVITIES

After we do all we can it is important to be able to take children's minds and ours off the disaster. Have games of all kinds, books, toys, portable radios, coloring books and crayons, etc.

If you must evacuate, take the following:

Portable radios  
Favorite snacks  
Card games (Skip Bo, Old Maid, etc.)  
Game books (crossword puzzles, word search, etc.)

Favorite toy, stuffed animal  
Small pocket games  
Pencils and paper  
Coloring books and crayons  
Favorite books

Be sure to include some of these items in you 72-hour kit.





# EMERGENCY PREPARATIONS

## FOOD STORAGE GUIDE

The following pages provide basic food storage information. In general, you should try to have foods that are:

- Non-perishable (canned or dried)
- Nourishing (from each of the basic food groups)
- Easily prepared and served
- Able to be eaten as-is (to conserve water and cooking heat)
- Completely edible, in small servings, with little or no waste or leftovers.

Store only food that you normally eat. Avoid commercial storage foods that contain items that are not part of your normal diet, or that you are unfamiliar with. It is important to maintain a sense of normalcy in any emergency to keep everyone calm. "Normal" food will help to achieve this good feeling.

It is very common that people are not hungry for the first 24 hours after a catastrophe. Their bodies will tell them when to eat. Remember to include baby foods, special dietary foods, favorite snacks, and food for your pets.

### STORAGE

Keep food stored in the driest, coolest and darkest areas. Monitor storage area temperatures.

#### Critical Storage Temperatures

- 32 degrees F - Freezing
- 48 degrees F - Insects become active
- 95 degrees F - Fats melt

#### Storage Containers

Metal storage cans or heavy plastic containers with airtight lids are recommended.

1. Use unbreakable containers, if possible.
2. Do not stack breakable storage containers.
3. Only plastic containers that are approved by the FDA should be used to store food or water. If you don't know, ask at the place of purchase or the manufacturer. Determined rodents are known to gnaw through heavy plastic containers.
4. Date all containers when placed in storage and rotate on a regular basis to insure freshness.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### Storage Tips

1. Store **NOTHING** on cement floors. Place slats of lumber between cement and the storage area to prevent sweating and rusting.
2. Store supplies in various locations in the house; if one part is damaged, you still have something left.
3. **ALWAYS** obtain top grade food products for storage.
4. Approximately 2 percent of food value is lost each year in canned foods stored under ideal conditions.
5. Buy nitrogen-packed food when possible. It has longer storage life, better quality and no insect infestation.
6. Heavy wire or a small piece of lumber should be attached to the front of storage shelves to keep contents from falling in the event of an earthquake.
7. Use clear plastic bags for food storage; colored plastic bags have been chemically treated and **SHOULD NOT** be used to store food.
8. Food, unlike water, may be rationed safely, except for children and pregnant women.

## WATER STORAGE GUIDE

Stocking water reserves and learning how to purify contaminated water should be among your top priorities in preparing for an emergency. You should store at least one gallon of water per person per day for *at least* three days, preferably, two weeks. Children, nursing mothers, and ill people will need more. You will need additional water for food preparation and hygiene.

If your supplies begin to run low, remember: **Never ration water.** Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

### STORAGE

You can store your water in thoroughly washed plastic, glass, fiberglass, or enamel-lined metal containers. Never use a container that held toxic substances, because tiny amounts may remain in the container's pores. Plastic soda bottles will degrade and have to be replaced at least every six months. Containers that are FDA approved for water storage are best. Replenish your water supplies annually (when you inventory all your emergency preparations).

Before storing your tap water, treat it with a preservative, such as chlorine bleach, to prevent the growth of microorganisms. Use liquid bleach that contains 5.25 percent sodium hypochlorite and no soap, dyes, or scenting. See the Purification table below for proper amounts.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### Hidden Water Sources In Your Home

If a disaster catches you without a stored supply of clean water, you can use water in your hot-water tank, in your plumbing, and in ice cubes. As a last resort, you can use the water in the reservoir tank of your toilet (not the bowl), but only if has never held any bowl cleansers, and you purify it.

To use water in your pipes, let air into the plumbing by turning on the highest faucet in your house and draining the water from the lowest one.

To use water in your hot-water tank (water heater), be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot water faucet. Do not turn on the gas or electricity when the tank is empty (post a note next to the thermostat not to use it, just in case.)

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

### WATER PURIFICATION

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, cholera, typhoid, and hepatitis. You should therefore purify all water of uncertain purity before using it for drinking, food preparation, or hygiene.

There are many ways to purify water. None are perfect. Often, the best solution is a combination of methods. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth. Three purification methods are outlined below. These measures will kill microbes but will not remove other contaminants such as heavy metals, salts, most other chemicals and radioactive fallout.

#### Boiling

This is safest method of purifying water. Bring water to a rolling boil for 10 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring it back and forth between two containers. This will also improve the taste of stored water.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### Chlorination

Uses liquid chlorine bleach to kill microorganisms.

#### **Chlorination Table**

For this amount of <b>clear</b> water	Use this amount of bleach*	Let stand this amount of time
1 quart	2 drops	30 minutes
1 gallon	8 drops	30 minutes
5 gallons	1 teaspoon	30 minutes

\* 5.25 percent sodium hypo chlorite without soap, dyes, or scents

If the water is cloudy, double the amount of bleach above, stir, and let stand 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand another 15 minutes.

If you do not have a dropper, use a spoon and square-ended strip of paper or thin cloth about  $\frac{1}{4}$  inch by 2 inches. Put the strip in the spoon with an end hanging down about  $\frac{1}{2}$  inch below the scoop of the spoon. Place bleach in the spoon and carefully tip it. Drops the size of those from a medicine dropper will drip off the end of the strip.

### Purification tablets

Releases chlorine or iodine. They are inexpensive and available at most sporting goods stores and some drugstores. Follow the package directions. Usually one tablet is enough for one quart of water; double the dose for cloudy water.



## FAMILY EMERGENCY FIRST-AID KIT

Box to hold supplies, preferably waterproof  
or large duffel bag

First aid Manual

1 Ace Bandage, 3" wide

Rescue Blanket

2 Rolls Adhesive Tape, 10 Yds.

12 Assorted Safety Pins

Alcohol Swabs

Trauma Scissors

Ammonia Inhalant

Cotton Balls

Antacid Tablets

Feminine Hygiene Supplies

Antibacterial Soap

Eye Drops

20 Aspirin Tablets/Children's Tylenol

Heat Tablets

12 Band-Aids, Medium Size

Thermometer

Compresses (strips of sheeting 2" wide)

Ice Bag or Cold Pack

5 Triangular bandages (40" square, cut  
diagonally with 4 safety pins)



Table Salt

2 Face Cloths

Ipecac (Induce Vomiting)

Matches In Waterproof Container

Diarrhea Medicine

First-aid Ointment, Antibacterial

Cotton-Tipped Swabs

8 Gauze Pads, 2" x 8"

Butterfly Bandages

8 Gauze Pads, 3" x 3"

Splints (finger, arm, leg)

8 Gauze Pads, 4" x 4"

Hydrogen Peroxide

3 Rolls of Gauze, 2" x 10 Yds.

Calamine Lotion

Merthiolate or Iodine

Tweezers

Razor and Blades

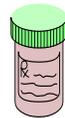
Snake Bite Kit

Prescription Drugs taken on a regular basis

2 Pair Latex Gloves

Extra Pair of Eyeglasses

Duct Tape





# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## FIREFIGHTING TECHNIQUES AND EQUIPMENT

The firefighting techniques listed below are only for small fires. Leave the big fires for the pros. If the pros are unavailable, do your best to keep the fire from spreading. For all the firefighting techniques described below, apply at the base of the fire, not at the flames themselves.



FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
<b>ORDINARY SOLID MATERIALS</b>  	<b>WATER</b> <b>FOAM</b>	<b>REMOVES HEAT</b> <b>REMOVES AIR AND HEAT</b>
	<b>DRY CHEMICAL</b>	<b>BREAKS CHAIN REACTION</b>
<b>FLAMMABLE LIQUIDS</b>  	<b>FOAM</b> <b>CO<sub>2</sub></b>	<b>REMOVES AIR</b>
	<b>DRY CHEMICAL</b> <b>HALON</b>	<b>BREAKS CHAIN REACTION</b>
<b>ELECTRICAL EQUIPMENT</b>  	<b>CO<sub>2</sub></b>	<b>REMOVES AIR</b>
	<b>DRY CHEMICAL</b> <b>HALON</b>	<b>BREAKS CHAIN REACTION</b>
<b>COMBUSTIBLE METALS</b>  	<b>SPECIAL AGENTS</b>	<b>USUALLY REMOVE AIR</b>



# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## TECHNIQUES

### WATER

Water is the most common and generally most effective extinguishing agent. Good for wood and paper-type fires. Apply at base of fire. **DO NOT** use water on burning oil, gasoline, kerosene, diesel or electrical wiring. Water will only cause the fire to spread, or cause you to receive an electrical shock.

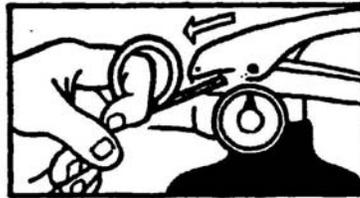
### EXTINGUISHER

#### Fire Extinguisher Operation

#### P.A.S.S.

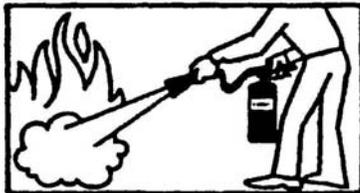
**P.**

**PULL** out the locking pin, breaking the seal.



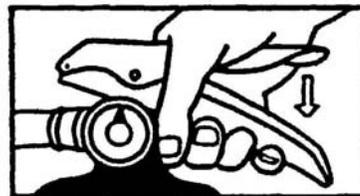
**A.**

**AIM** nozzle or hose just in front of the base of the fire.



**S.**

**SQUEEZE** the trigger handle all the way.



**S.**

**SWEEP** discharge from side to side, moving front to back, across the base of the fire.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

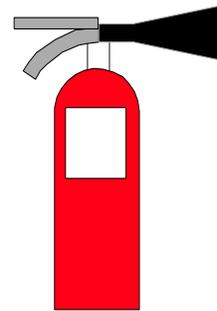
### PREFERRED FIRE EQUIPMENT

Water Hose

50-100 feet long with adjustable spray nozzle.

Hand-held extinguisher

At least 2-A:B:C fire extinguishers will be suitable for all types of small home fires.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### EMERGENCY SHELTERS

#### Geodesic Dome Tent

Considered by some to be the best tent on the market today. They are space efficient, repel water, very sturdy and are easy to set up. Be sure to fit the tent to your family plus some margin. For example, an 8-person rated tent would be more comfortable for six people. Putting a plastic tarp over the tent, with an airspace, will provide better protection in heavy rain.

#### Camping Tents

A good waterproof material is required. A tent with a tent liner is more expensive but will keep the inside very cozy when the outside temperature is very cold. Size the tent as in the geodesic dome. You may be able to get military surplus tents that require repairs. However, while they are rugged and warm, they are bulky and very heavy.

#### Polyethylene Plastic Sheets

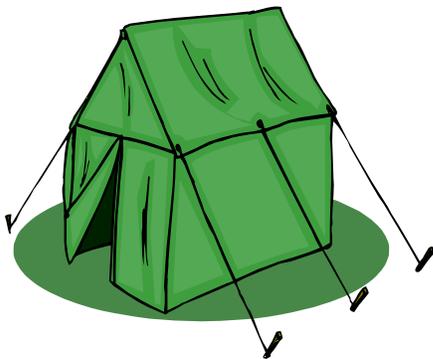
10 x 15 foot sheet can provide adequate warm weather shelter for the average family.

#### Recreational Vehicles

Motor homes, trailers, and tent trailers make ideal shelters.

#### Impromptu Shelters

Consult Boy Scout, mountaineering and survival hand books on how to build shelters for the emergency environment using available materials. Utilize materials from damaged buildings such as 2x4's, plywood, etc.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### ALTERNATIVE SOURCES OF HEATING, COOKING AND LIGHTING

The following are ideas for alternate sources of heat; cooking and lighting that could be used in an area-wide catastrophic or emergency event.

#### HEATING

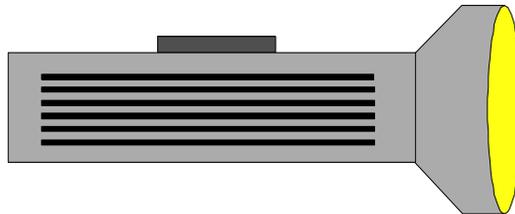
Use blankets and clothing to stay warm. Heat packs are an inexpensive way to warm hands and feet. These chemical source heat packs come in a variety of sizes and prices. The longevity and temperature of these heat packs vary from 130 degrees F. for two (2) hours to 160 degrees for 12 hours. Some of them are also reusable.

#### COOKING

Camp stove, or Barbecue may be used outdoors **ONLY**.

#### LIGHTING

Lighting is very important; it provides a lot of reassurance in the dark. New products are developed constantly to provide ways to “light the way”. (1) battery-operated lanterns, (2) hand-held flashlights, and (3) light stick (light producing chemicals). Convenience and feasibility should be kept in mind. If you need both hands free, a battery-operated lantern with a head strap is best. Make sure you have spare batteries in the appropriate size needed for your lighting source.





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### SANITATION FACILITIES

#### Personal Hygiene Supplies:

- “Tall Kitchen” white plastic bags (1-2 packages) with ties
- Toilet paper or Diaper-wipes

Bail out toilet: use the water in the reservoir for drinking (only if there has NEVER been any disinfectant used in the tank). Place the bag over the edges of the seat, and then use the bag. After use remove from toilet, and dispose of it in a slit trench or bury it thoroughly. You can use diaper-wipes (containing alcohol) in place of toilet paper. The added disinfectant will help reduce the spread of disease when soap and water are hard to come by. If a toilet is not available, a large can or 5-gallon bucket can be used, following the same procedure as above.

#### Household Trash Supplies:

- Keep trash away from the house and out of reach of dogs and other animals.
- Use 32-40 gallon heavy-duty plastic bags (2-3 packages) with ties.
- Collect household trash per normal living standards. When full, tie off very securely. Set off in yard



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### QUICK FIX 72-HOUR PERSONAL AND CAR/HOME KIT

#### CONTAINERS

Kit containers can be pillowcases, small daypacks, old duffel bags, or whatever your ingenuity comes up with. Just remember that you may end up carrying it some distance, so plan accordingly.

#### WATER

1 gallon per day for each person in your vehicle. (More water will be needed for small children/babies if dehydrated baby food and formula is used, plus nursing mothers).

#### FOOD

12 (2-bar) packs of granola bars, times the number of people your car will carry, protected by sealing in boilable, seal able bags. (Granola bars should be replaced yearly.) Dehydrated baby food in plastic zipper bags resealed in boilable, seal able bags is an alternative.

#### WARMTH

Heavy-duty space blanket or wool blanket for each occupant of the vehicle. Any blanket is better than nothing, but warmth is important. Heat packs are an inexpensive way to warm hands and feet.

#### LIGHT

Small, sturdy flashlight (2 sets extra batteries/2 extra light bulbs). Three (3) Cyalume plastic light sticks that last 12 hours each without producing heat or acting as a fire hazard.

#### RADIO

Small, inexpensive AM radio and two spare batteries. Replace batteries at Christmas. Solar/battery powered radios are available.

#### TOILET

Four "tall kitchen" white plastic bags, and ties.

#### PERSONAL HYGIENE

Bar soap, shampoo, toothbrush / toothpaste, deodorant, feminine hygiene supplies, baby wipes, baby diapers and baby powder.

#### FIRST AID

Rubber gloves - 4 pairs; six Band-Aids; six alcohol wipes; Neosporin ointment - 1 small tube; Aspirin/Tylenol - 1 small bottle; clinging gauze - 1 roll; insect repellent - 1 small can; six - 4" x 4" dressings; and prescription medications, spare set of eyeglasses.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### CLOTHING

One change of clothing should be sufficient except where very small children are concerned. Although an adult may be uncomfortable, the same clothing can be worn for 72 hours, depending upon circumstances. Also, a good pair of leather work gloves should be added to the adult kit.

### CAR KITS

For your basic car kit, simply multiply the personal kit times the number of people your vehicle will hold. Because your car will hold more, consider an additional 50 feet of parachute cord and a pair of boots/heavy walking shoes for each member of the family. Remember, do not use new boots or shoes; you do not want to break them in during an emergency. Add other items as you find necessary, but remember you may end up carrying them if you have to abandon your vehicle.

### OTHER

- Boy Scout handbook, survival book.
- GOOD Map of your area
- Food, water, and leash or carrier for pets.
- Money-at least \$20 (small bills, some change). Credit Cards may be useless if there is no power in the area.
- Signal whistle and mirror.
- Extra house/car keys
- Watch or clock (battery or wind up)
- Paper plates, cups and plastic utensils
- Paper, pens, stamps
- Game books, crayons, pocket games.

**NOTE:** Understand the difference between NEEDS and WANTS.

NEEDS = What will help you survive.

WANTS = Useless weight, space

In addition to these personal articles, you should include the following for your car:

- Tow Rope
- Booster Cables
- Flares
- 3A-40BC Fire Extinguisher



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### CHILDREN'S 72-HOUR SCHOOL KIT

#### CONTAINERS

Kit containers can be green plastic bags, small day pack, pillowcase, etc.

#### WATER

1 Gallon of water per day.

#### FOOD

Nine (2-bar) packs of granola bars, and a few of their favorite snacks. Protect unopened individual packages in plastic zipper bags.

#### WARMTH

Heavy-duty space blanket.

#### LIGHT

Three (3) Cyalume plastic light sticks that last 12 hours each.

#### RADIO

Small, inexpensive AM radio and two spare batteries. Replace batteries at Christmas. Solar/battery powered radios are available.

#### INFORMATION

5 x 7 cards with names, phone numbers, addresses of next of kin in and out of state. Picture of family. Small stuffed cuddly animal for smaller children. Letter from parents to child, saying that you love him/her, be good, and you will be there when you can.

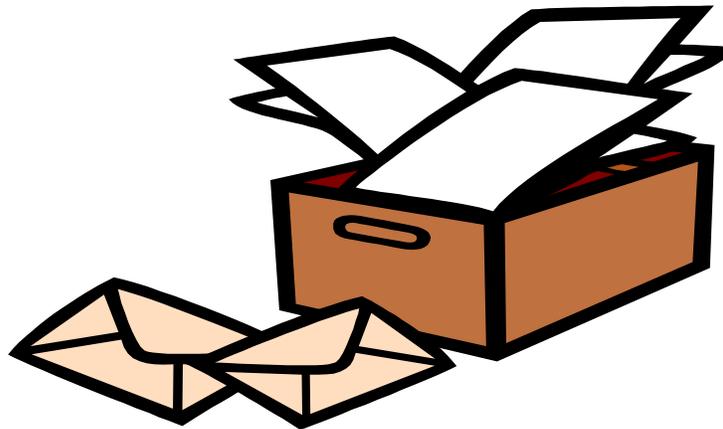


## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### IMPORTANT DOCUMENTS

Copies of the following documents should be kept readily available in a waterproof container, or even in a 72-Hour Home Kit. **(Originals should be stored in a safety deposit box).**

- Social Security Cards
- Birth Certificates
- Stocks and Bonds
- Driver's License
- Money and Credit Cards
- Savings/Checking Account Book
- Wills
- Insurance Policies
- Deeds
- Genealogy
- Address & Telephone #'s





## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### REHEARSALS

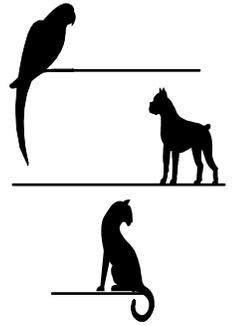
#### ***THE BEST PLANS ARE USELESS UNLESS THEY ARE EXERCISED.***

When a catastrophe strikes, everyone in your home needs to understand what they are supposed to do. Rehearsing your emergency response plan best instills that knowledge. The following activities are suggested:

1. Contact your local emergency management or civil defense office and American Red Cross chapter to find out the following.
  - ✓ What types of disasters are likely to happen in your area?
  - ✓ What are your community's warning signals?
  - ✓ What they sound like and
  - ✓ What you should do when you hear them
  - ✓ Ask about animal care during and after a disaster. Animals may not be allowed
  - ✓ inside emergency shelters due to health regulations.
2. Read this "Emergency Preparedness section completely through at least twice.
3. Take a course in basic First Aid and CPR.
4. Show your spouse and older children where the gas, water and electrical utilities are located. Show how to turn these utilities off. **DO NOT MOVE THE GAS SHUT OFF VALVE.** You may inadvertently turn off the gas, which should only be turned back on by the gas utility company. Assign each individual a responsibility, with another assigned as a backup.
5. Practice your emergency evacuation route from your home/place of employment at least twice a year. Also drive the alternate route along the way at least twice a year. (Find out about disaster plans at your work place, your children's school or daycare center and other places where your family spends time.)
6. Be sure everyone knows where the water, food and medical supplies are located.
7. Use family gatherings to practice various parts of your emergency response plan, e.g., how to turn off utilities, practice first-aid techniques, etc.
8. After everyone is trained, use a family gathering, or some other convenient time, to run through the Day 1 Checklist, 0-2 hours. If your individual practices were done correctly, this "dress rehearsal" should work well. If it does not, simply review what was not done well and decide how to improve it for your circumstances.
9. Give special consideration for care of small children and handicapped persons.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



### PET CARE

Here are some steps you can take now to protect your animal companions in case disaster strikes.

1. Make sure that your pet has a current license or ID tags and proof of vaccinations. Animals should always wear identification. During an emergency, frightened animals can quickly slip through open doors or windows. The disorienting effects of an earthquake or fire may cause them to lose their way.
2. Include the following pet supplies in your family emergency kit:
  - Pet Food
  - Potable water in a non-breakable container
  - Food Dishes
  - Newspaper and/or paper towels
  - Blankets
  - Special medication, regularly checked for expiration
3. Pet carriers and leashes should be stored near your emergency supplies, preferably by an outside door. Carrying a frantic cat or dog in your arms is nearly impossible, especially when you are frantic too!
4. Keep all property fences in good repair. Even a small hole can become an avenue of escape during an emergency.

### AFTER THE EMERGENCY

Like their human counterparts, animals deal with disaster in different ways. Be patient, and watch for potential problems.

1. If possible, try to keep your animals inside. Dogs and cats will look for any avenue of escape to avoid a frightening situation.
2. Check birds immediately. Birds can break blood feathers while frantically flying around in their cage. If not treated at once, they can easily bleed to death. If you notice the bird bleeding from a broken blood feather, immediately pull out the feather.
3. As a comfort to your animals, keep the household calm and quiet. It also helps to their favorite toy and bedding available. Familiar objects and smells are always calming.
4. Allow animals to cope in ways that work for them. Don't worry if they want to hide out for a while or refuse food for a day or two.
5. Don't coddle! Give your pet extra rations of love and understanding during the emergency, but try not to overreact.



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### IF YOUR ANIMAL ESCAPES

Despite your best efforts, your animal may manage to escape during the commotion of the emergency. Don't give up! Get to work quickly:

1. Call your local Animal Control Officer and report the loss.
2. Call the Valley Humane Society (925) 426-8656 and East County Animal Shelter (925) 803-7040 immediately, and report the lost animal.
3. Distribute "Lost" posters around the neighborhood. Be sure to include a current photograph of your animal, a description, the animal's name, your name, address and phone number, and any other pertinent information about your pet.
4. Go door-to-door. Talk with your neighbors about your lost pet. Describe the animal to them, give them a copy of your poster and ask them to help spread the word.
5. Leave a scent trail. Dragging a personal article of clothing along the ground leading to your home may enable your dog or cat to follow this familiar scent home, even if they are disoriented.
6. Like children, animals are sensitive to your reactions. If you act as if everything is fine, they will feel better.



### Additional Emergency Information

TO OBTAIN ADDITIONAL EMERGENCY AND EARTHQUAKE PREPAREDNESS INFORMATION CONTACT THE FOLLOWING AGENCIES:

Association of Bay Area Governments (ABAG)  
P.O. Box 2050  
Oakland, CA. 94604-2050  
Tel (510) 464-7900      Web Site: [www.abag.ca.gov](http://www.abag.ca.gov)

Coastal Region Office of Emergency Services (OES)  
1300 Clay Street, Suite 400  
Oakland, CA 94612  
Tel (510) 286-0895      Web Site: [www.oes.ca.gov](http://www.oes.ca.gov)

Federal Emergency Management Agency (FEMA)  
P.O. Box 2012  
Jessup, Md 20794-2012  
Tel 1(800) 480-2520      Web Site [www.fema.gov](http://www.fema.gov)

American Red Cross Bay Area Chapter (ARCBA)  
85 Second Street  
San Francisco, CA 94105  
Tel (415) 427-8000      Nat'l Hqts. Web Site: [www.crossnet.org](http://www.crossnet.org)

Your Local Emergency Management Office      (925) 833-6650

Your Local Office of the American Red Cross      (510) 495-4400