



# Disaster Preparedness Manual

City of Menlo Park



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**Subject: Emergency Preparedness**

Dear Menlo Park Residents and Businesses:

News headlines about natural or manmade disasters challenge us to think about how we would respond in such an event. The City of Menlo Park has made it a priority to ensure that Menlo Park residents and businesses are prepared to help each other in an emergency situation.


With this thought in mind, the Menlo Park Police Department has developed this manual to provide residents with detailed information on how to keep your household and family safe during a natural or manmade disaster.

During a disaster event emergency personnel are unable to provide immediate services to all residents. Until the community returns to normal, you may need to provide your own first aid, food and water. Your ability to do so will be based on what actions you have taken prior to the disaster event.

I ask that during a disaster event you give special attention to children, seniors and other vulnerable individuals in our community. Please take a few moments to read and then practice the emergency preparedness information in this manual. We believe the manual contains valuable advice on how to protect yourself and others during an emergency.

Any action you take to prepare will help the City of Menlo Park's emergency personnel in responding to a disaster. Thank you.

Sincerely,



David Boesch, City Manager  
City of Menlo Park

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# COMMUNITY DISASTER PREPAREDNESS INTRODUCTION

Following a major disaster, emergency personnel who provide fire and medical services will not be able to meet the immediate demand for these services. Factors such as number of victims, communications failures, and road blockages will prevent people from accessing emergency services they have come to expect at a moment's notice through 9-1-1. People will have to rely on each other for help in order to meet their immediate life saving and life sustaining needs.

The Menlo Park Police Department has prepared the information contained in this manual. It provides step-by-step instructions on how to do essential preparedness activities. Reviewing and practicing the information in this plan will increase your confidence and ability to take care of your family and possessions after a disaster.

The ability of a community to effectively recover from the devastating effects of an earthquake requires the active participation, planning, and cooperation of all levels of the population. The fundamental responsibility for preparedness, however, lies with every individual. By encouraging preparedness efforts and hazard identification and mitigation, the effects of a disaster can be minimized and recovery facilitated. The benefits of this program are numerous. It will increase the overall level of disaster readiness, provide emergency skills that people may use in day-to-day emergencies, enhance the bond between government and community, and increased community spirit.

## **DISASTER OPERATIONS IN MENLO PARK:**

**Should a disaster occur in the City of Menlo Park, the Emergency Operations Center (EOC), located in the Civic Center, will be staffed with City department heads and representatives from the Menlo Park Fire Protection District.**

**The City management staff will immediately initiate an emergency management process called the Incident Command System (ICS). Under this plan, a disaster guidance structure is put in place identifying various pre-determined command positions. Meanwhile, emergency workers will make every effort to check on places of public assembly such as schools, senior centers, businesses, etc. to verify their security, however, handling emergency calls will continue to be their first priority.**

When it comes to health and safety we must always err on the side of caution and skepticism, and take what we feel are necessary and appropriate steps to safeguard our family, friends and neighbors.

## **QUESTIONS:**

**If you have any questions regarding this program, please call the Police Department at (650) 330-6300.**

## **POTENTIAL DISASTERS IN MENLO PARK**

### ***Flooding***

San Mateo and Santa Clara Counties are designated as an active flood plain as a result of flooding caused by excessive rainfall and tides. During the 1999 winter storms, Menlo Park experienced flooding due to a series of storms and high tides. Several streets were flooded and clogged with mud and debris. The places in Menlo Park most likely to flood are east of El Camino and north of San Francisquito Creek. Floods can be slow or fast rising, but generally develop over a period of days. Do not attempt to drive on a flooded roadway. If your car stalls, abandon it immediately and climb to higher ground.

### ***Winter Storms and Cold Weather***

Severe winter storms carry the potential of flooding and extended power outages. Fire during winter storms presents a danger because water supplies may freeze and it may be difficult for fire fighting equipment to get to the fire. In December 1990, San Mateo County experienced a severe winter freeze. This freeze caused damage to heating systems, water mains, sprinkler systems, and landscaping throughout Menlo Park.

### ***Earthquakes***

Menlo Park lies between three of the world's most active earthquake faults. The San Andreas Fault lies seven miles south of Menlo Park's City Hall. The Hayward-Calaveras Faults are ten miles northeast of City Hall. Further, various types of soil will produce different shaking intensities. On October 17, 1989, a Richter magnitude 7.1 earthquake shook the San Francisco Bay Area. The earthquake left 62 people dead, over 3,700 people injured, over 12,000 residents displaced and caused more than 6 billion dollars in damage. Fortunately, Menlo Park was not severely impacted. Residents experienced toppled chimneys, gas leaks, and power outages. Other cities in the Bay Area suffered severe damage. The 1989 Loma Prieta Earthquake did not significantly reduce the potential for large earthquakes along other fault segments in the Bay Area. Geologists have predicted large earthquakes to occur on the San Francisco Peninsula segment of the San Andreas Fault as well as the Hayward-Calaveras Faults. A study published in July 1990, by the United States Geological Survey, indicates there is a 67 percent chance another earthquake the size of the Loma Prieta Earthquake will occur in the San Francisco Bay Area in the next 30 years.

### ***Fires***

The Oakland-Berkeley hills suffered a firestorm in October 1991. Over 3,000 living units were damaged or destroyed. There were 25 deaths and 150 injuries reported. More than 10,000 people were evacuated through smoke and blowing debris. While Menlo Park is not likely to experience a wildland fire, there is always the possibility of a fire following an earthquake. In Menlo Park, the most serious problems will center in areas where buildings are older and are more susceptible to fire because of their close proximity to each other. The intensity of the fires varies with the extent of damage to the water system, isolation due to bridge and/or freeway overpass collapse, roadway damage and/or amount of debris blocking the roadway and weather conditions.

## ***I. PREPARING YOURSELF AND YOUR FAMILY***

After a major disaster, the City will not be able to respond to all of the immediate needs of its citizens. Your family may be without help for hours or even days. Once the disaster hits, your family will not have time to shop or search for supplies. If your emergency supplies have been gathered in advance, your family will be better prepared if you must evacuate, or if you are confined to your home.

### ***THINGS TO DO:***

- Store one gallon of water per person per day in a sturdy plastic container.
- Maintain a three to five day supply of food.
- Assemble emergency supplies for your family.
- Prepare portable disaster supply kits for your car and workplace.
- Store your supplies in a safe, accessible location, preferably outdoors.
- Make provisions for your pets.

## **EMERGENCY WATER**

Water is one of the most important survival necessities after an earthquake or other major disaster. A person can survive weeks without food, but only a few days without water.

### ***Amount***

Store one gallon of water per person per day. It is a good idea to store enough for seven days however, it is essential that you prepare for at least three days. If your water supply runs low, 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***

Water should be stored in sturdy plastic containers, preferably opaque. Avoid containers that will decompose or will break easily (glass bottles). Chlorine bleach bottles work well. Plastic juice and milk containers are less desirable because the plastic becomes brittle over time and can crack, causing a leak. You can also use food grade plastic buckets or drums. Be sure the container is thoroughly washed before using and never use a container that stored toxic substance.

Store the water away from flammable, hazardous and toxic substances. These substances often will penetrate plastic and contaminate the water. The water should be stored in a safe and easily accessible location. Cool, dry and dark locations (closet, garage, under a bed, behind a couch) are best.

### ***Alternative Sources of Water in Your Home***

In the event you cannot use your stored supply of water, you can use the water in your hot water heater, in your home's water pipes and in melted ice cubes. Use water from the toilet tank (not the bowl) only after you have exhausted all other sources. Remember to purify the water. Avoid using the toilet tank water if a chemical additive was placed in the toilet tank.

If the water heater hasn't fallen over, you can use the water. Be sure the gas or electricity is off and then open the drain valve at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet in the home.

*Caution: Do not turn on the gas or electricity when the tank is empty. Heating an empty water heater cannot only damage the water heater but can also start a fire.*

To use the water remaining in your home's water pipes, start by turning off the water at the main valve. Then, let air into the plumbing by turning on the highest faucet in the house and drain the water from the lowest faucet.

## *Emergency Outdoor Water Sources*

If you need to seek water outside your home, you can use these sources after purifying it:

Rainwater

Streams, rivers and other moving bodies of water

Ponds, lakes, and natural springs

Avoid water with floating material, an odor or dark color.

## *Purification*

Since contaminated water can contain microorganisms that cause diseases, water should be purified before using. There are several ways to purify water. Before purifying, strain any sediment through layers of paper towels or clean cloths. The easiest purification methods are boiling and chlorination.

Boiling is the safest method of purifying water. To do this:

1. Bring the water to a rolling boil for 10 minutes.
2. Let the water cool before drinking.
3. If the water tastes flat, put oxygen back into it by pouring the water back and forth between two containers.

Chlorination uses liquid chlorine bleach to kill the microorganisms.

1. Use liquid bleach that contains 5.25 percent sodium hypochlorite and no soap. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the **only** active ingredient, are not recommended and should not be used.

2. Use the chart outline for the proper dosage amount.

<b>Water Amount</b>	if water is <b>cloudy</b>	if water is <b>clear</b>
1 quart	4 drops	2 drops
1 gallon	16 drops	8 drops
5 gallons	1 tsp.	½ tsp.

3. Stir the water and let it stand for 30 minutes.  
If the water does not taste and smell of chlorine at this point, add another dose and let stand another 15 minutes.

4. Use a medicine dropper or if one is not available, use a spoon and a thin strip of paper or cloth (approximately ¼ inch by 2 inches). Put the strip in the spoon with an end hanging down about ½ inch below the scoop of the spoon. Place bleach in the spoon and carefully tip it. The drops will drip off the end of the strip.

## **EMERGENCY FOOD**

A disaster can dramatically disrupt the food supply at any time, so plan to maintain at least a three to five day supply of food above your normal requirements. You may have plenty of food on hand right now, but check your supplies to make sure.

When storing food it is not necessary to buy dehydrated or other types of emergency food. Canned foods, dry mixes and other food you already have on hand are good for a number of reasons: They do not require cooking or water for preparation; they can be kept with your regular supply; and, with proper storage, most canned and dry food will remain fresh for about two years.

Remember to date each package and can so you will know when to rotate them into your normal food supply. This should be done once or twice a year.

### ***Choose foods that:***

- Your family will enjoy, especially the kids. It is best to serve familiar foods in stressful times.
- Require little or no cooking or refrigeration, in case utilities are disrupted.
- Come in cans or package sizes that contain portions small enough for one meal so the food will not be wasted.
- Will have a long storage life.
- Need little or no water for preparation in case water services are disrupted.
- Will not increase thirst. Avoid foods with a high salt content.
- Will meet the needs of family members who are on special diets.

### ***How to Store Emergency Food***

How long food lasts depends on how it is stored. The ideal location is a cool dry, dark place.

The best temperature is 40 to 60 degrees Fahrenheit. High temperatures contribute to the rapid spoiling of most types of food.

Keep food away from petroleum products, such as gasoline and oil. Some food products absorb their smell.

Protect food from rodents and insects. Items stored in boxes or in paper cartons will keep longer if they are heavily wrapped or stored in metal containers.

***Guidelines for Emergency Food Amounts for Adults***

<b><i>Type of food</i></b>	<b><i>72 hour supply</i></b>	<b><i>Two week supply</i></b>	<b><i>Useful information</i></b>
Canned Meat, Fish, Poultry	6 servings	28 servings	One serving equals: 2-3 oz..meat, poultry, fish, ¾ oz. dried meat.
Canned Soup			5 oz. condensed soup
Nuts, Peanut Butter			½ cup nuts, 4 tbsp. peanut butter
Fruits and Vegetables	10 ½ cup servings	46 servings	One serving equals 4 oz. canned fruit or vegetables, ½ oz. dried fruit, 4 oz. canned juices
Cereals and baked goods	10-12 servings	46 servings	One serving equals: 1 bread, roll or pancake, ½ to 1 oz. dry cereal, 1 oz. crackers, 1 oz cookies, ¾ oz. uncooked pasta, ¾ oz. uncooked rice
Fats and Oils		Up to 1 pound or 1 pint per person	Choose types that do not require refrigeration.

***How to use emergency food***

Use perishable food in your refrigerator or freezer before using food in your emergency kit. Be sure any food you eat that has been stored for long periods of time is safe to eat. Discard cans that bulge at the top or bottom or are leaking.

**Do not eat or drink anything from open containers located near shattered glass.**

Remember to include food for your pets.

***Shelf Life for Common Foods (in months)***

Beverages – Powdered	24	Mustard – unopened	24
Biscuit, brownie, muffin mixes	9	Nuts – canned	12
Bouillon cubes or granules	24	Pancake mix	6-9
Cake mixes	1-2	Pasta – tightly covered	24+
Catsup – unopened	12	Peanut Butter	12
Cereals		Pudding mix	12
- ready to eat	6-12	Rice mixes	6
- uncooked in original package	12	Rice – white, tightly covered	24+
- uncooked in metal container	24	Salad dressings – unopened	18
Cocoa mixes	12	Salad oil – unopened	6
Coffee, Tea	18	Sauce and Gravy mixes	6-12
Fruits		Soups	
- canned citrus fruits and juices	12	- condensed	12
- canned other fruits and juices	12	- dry mixes	12
- dried, in metal container	6	Tuna and other canned fish	12
Gelatin	18	Vegetables	
Hard candy and gum	12	- canned tomatoes	12
Honey – tightly covered	12	- canned sauerkraut	12
Jams and Syrups – tightly covered	12	- canned others	18
Meat, Poultry – canned (except fish)	18	Instant Potatoes	18

Using the shelf life chart on the previous page as a guideline, maintain a three to five day supply of the following food groups for each family member.

1. Canned stew, spaghetti, corned beef hash, soup, beans, tuna, sardines, meats, fruits and vegetables.
2. Drinks such as canned juices, soda, coffee, tea, bouillon and cocoa.
3. Crackers and spreads for crackers such as peanut butter, canned meat and cheese.
4. Salt, pepper, catsup and mustard.
5. Hard candies, raisins, canned nuts, instant puddings, dried fruit, seeds, granola bars, etc.
6. Dried and/or evaporated milk.
7. Ready to eat cereals.
8. Oatmeal cookies or crackers.

## **EMERGENCY SUPPLIES**

Using the following checklist as a guide, assemble emergency supplies for your family. As your family's needs change, so should your emergency supply kit. Once a year, check your supplies. Replace the batteries, test the cooking and lighting equipment, update the clothes, etc.

### ***Cooking***

- Aluminum foil
- Barbecues, camp stoves, hibachis, sterno stoves, etc.
- Fuel for your cooking equipment (propane, charcoal ,kerosene, butane, white gas)
- Manual can and bottle opener
- Matches (use waterproof matches or store regular matches in a waterproof container. Waterproof matches are available at camping and sporting goods stores)
- Paper plates and cups
- Paper towels
- Plastic eating utensils
- Storage containers with sealable lids
- Utility knife

After an earthquake, do not use your fireplace for cooking until the chimney has been inspected for cracks and damage. Sparks may escape into the attic through an undetected crack and start a fire.

## ***Lighting***

- Flashlights (include extra batteries and bulbs)
- Lightsticks. These chemical safety lights are easy to use and do not require batteries or an ignition source to operate. They provide light for a short period of time and can be used only once. They are small, easy to store and come in various colors (yellow, red, green, orange, etc.) They have a shelf life of about 3 years. The low intensity lightsticks provide light for 8 hours. The high intensity lightsticks give light for only 30 minutes, however they are 3-4 times brighter than the low intensity lightsticks. Since they are non-toxic, spark proof, wind proof, waterproof and non-corrosive, they can be used in situations where there may be a gasoline, natural gas or toxic chemical spill. Lightsticks are available at many sporting goods stores.
- Lanterns (include extra fuel and supplies)
- Candles

## ***COOKING NOTE***

It is important to always use your cooking equipment outdoors in an area that is well ventilated since fumes consume oxygen.

## ***LIGHTING NOTE***

Always check for gas leaks before using matches, lanterns or candles. Do not use them if there is a leak. Once you have determined that gas is not leaking, use them only in a well-ventilated area since they consume oxygen.

## ***Tools and Clean-Up***

- |                                                    |                                                             |                                            |
|----------------------------------------------------|-------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Ax                        | <input type="checkbox"/> Broom                              | <input type="checkbox"/> Dust masks        |
| <input type="checkbox"/> Fire extinguisher         | <input type="checkbox"/> Hammer                             | <input type="checkbox"/> Nails and screws  |
| <input type="checkbox"/> Plastic bags and sheeting | <input type="checkbox"/> Plywood                            | <input type="checkbox"/> Rope              |
| <input type="checkbox"/> Screwdriver               | <input type="checkbox"/> Shovel                             | <input type="checkbox"/> Tape (duct, etc.) |
| <input type="checkbox"/> Wire cutters              | <input type="checkbox"/> Work gloves for all family members |                                            |

### ***Shelter***

- Blankets
- Sleeping Bags
- Tarp
- Tent

### ***Sanitation***

- Personal hygiene supplies – adapt these to meet your family’s needs: comb, shampoo, diapers, deodorant, soap, diaper wipes, pre-moistened towelettes, toothbrush, toothpaste, baby powder, sanitary napkins, etc.
- Powdered chlorinated lime or agricultural lime (Agricultural lime is available at garden supply stores)
- Watertight container with a tight fitting lid (pail, bucket, garbage can, etc.)
- Disinfectant
- Household chlorine bleach
- Plastic garbage bags
- Sealable plastic bags (zip-lock type)
- Toilet paper
- Twist ties or rubber bands

Portable camp toilets, porta-potties or recreational vehicle toilets can be used for toilets. If these are not available, make an emergency toilet from a watertight container. Line the container with two heavy-duty plastic garbage bags. Add disinfectant, household chlorine bleach or powdered chlorinated lime to deodorize and disinfect. Do not urinate into the plastic bags as urine weakens the plastic. Use a separate water tight container for urination.

In an emergency, human waste can be buried. Dig a hole two to three feet deep and deposit the waste. Add a thin layer of disinfectant and soil each time it is used.

### ***Personal Items***

- Books, games, and toys
- Contact lens cases and solutions
- Denture supplies
- Eyeglasses – store an extra pair
- Money – cash and coins
- Paper and pencil
- Medication – prescription and non-prescription (aspirin, allergy, etc.)

### ***Clothing***

- Rain gear
- Thermal underwear
- Sturdy shoes – keep a pair near the bed to protect your feet from broken glass, nails, etc.
- One complete change of clothing for each family member. Do not forget extra socks and shoes.

### ***Pets***

- Carriers and portable kennels
- Collars and leashes
- Medication
- Food and water bowls
- Non-perishable pet food

## **FIRST AID SUPPLIES**

Assemble a first aid kit. The items suggested below are only examples and should be tailored to meet your family's needs.

Keep your first aid kit current. Some items have expiration dates. Use it regularly so you are familiar with what is in it.

Your supplies will be easy to carry and protected from water if you store them in a small tool or fishing tackle box. A backpack is convenient, however, it is not waterproof.

### ***FIRST AID SUPPLY NOTE***

When buying medical supplies, remember to check the expiration dates. Buy only fresh supplies for the longest shelf life. Medical information and prescriptions can be stored in the refrigerator. This provides excellent protection from fires.

### ***Medications***

- Antacids
- Antibiotic ointment for dressing wounds
- Antiseptic solution
- Aspirin (to reduce swelling) and non-aspirin tablets
- Diarrhea medicine
- Eye drops
- Laxatives
- Vitamin supplements
- Hydrogen peroxide to wash and disinfect wounds
- Individually wrapped alcohol swabs (available at drugstores)
- Prescriptions from doctor for any long-term medications (keep these current)

### ***Bandage Dressings***

- Ace bandages
- Adhesive tape roll – ½” or 1” wide
- Bandages
- Bandage, sterile roll – 2” or 4” wide
- Butterfly bandages
- Clean sheets torn into strips
- Cotton balls and cotton swabs
- Plastic strip bandages – assorted sizes
- Rolled gauze – 1”, 2”, and 3”
- Triangular bandages (three each 36” x 36” x 50”)

***Additional Supplies***

- Ammonia inhalant
- Bar soap
- Instant heat packs
- Latex gloves
- Metallic space blankets
- Paint brush (natural bristle for removing glass pieces)
- Plastic bags
- Pocket knife
- Safety pins
- Sanitary napkins
- Skin lotion
- Sunscreen lotion
- Tissues
- Waterproof matches
- Anti-bacterial soap
- First aid book
- Instant cold packs for sprains and burns
- Medicine dropper
- Needle and thread
- Paper cups
- Plastic spoons
- Pre-moistened towelettes
- Saline solution
- Scissors
- Splinting materials
- Thermometer
- Tweezers
- Writing materials – pen, pencil and paper

***Creative First Aid Supplies***

If your first aid supplies are destroyed or become inaccessible after a disaster, you can use some common household items you may already have available. Bandages, dressings, splints and stretchers can be made from everyday items.

<b><i>Bandage Dressings</i></b>	<b><i>Splints</i></b>	<b><i>Dressings and bandages can be held with</i></b>
Clean rags, towels, sheets and linens. Diapers – disposable and regular, handkerchief, sanitary napkins, scarf.	Boards, brooms, oars, straight sticks, umbrellas, pieces of corrugated cardboard bent to form a three-sided box, pillows, rolled blankets, newspaper or magazines.	Belts, handkerchiefs, neckties, nylon stockings, plastic bags, rope, safety pins, string, strips of cloth torn from shirts or sheet.

## PORTABLE DISASTER SUPPLY KITS

Many of us spend several hours in our vehicles commuting, running errands, etc. In addition, we also spend several hours at work. A disaster can occur at any time, including while you are in your vehicle or at work. Depending upon the situation, you may need to stay in your vehicle or at work for several hours.

### *Vehicle Disaster Supply Kit*

Assemble a disaster kit for your car using the following items, adding those personal items as necessary. Storing these supplies in a small backpack will make them convenient to carry if you have to walk home.

- Battery operated radio
- Bottled water
- Fire extinguisher: A:B:C type
- First aid book
- Flashlight and batteries
- Heavy work gloves
- Money (cash and coins)
- Tools – screwdriver and pliers
- Snack-type, nutritious foods – dried fruits, nuts, granola bars, crackers, seeds
- Toilet tissue, newspapers and zip-type plastic bags
- Your disaster plan or what other family members are doing and where they may be contacted.
- Blanket
- Comfortable clothes and shoes
- First aid kit (include personal meds.)
- Flares
- A book to read
- Local maps & compass
- Personal hygiene needs

### *Work Disaster Supply Kit*

Assemble a work disaster kit with some or all of the following:

- Battery-operated radio
- First aid kit
- Emergency instructions
- Flashlight and extra batteries
- Snack-type nutritious foods
- Blanket
- First aid book
- Essential medication
- Comfortable clothes and shoes
- Toilet tissue and zip-type bags
- Bottled water
- Heavy work gloves

## STORAGE OF EMERGENCY SUPPLIES

Decide where and how to store your emergency water, food, and supplies. This decision is just as important as deciding to gather the supplies.

- ❑ Store your supplies in a sturdy container.  
Your emergency supplies can be stored in a large, covered trash container. They can also be placed in a backpack, duffel bag or a box, however, these containers are not as sturdy and do not offer the same protection as a covered trash container. To protect items from moisture, place them in airtight plastic bags before putting them in the container.
  
- ❑ Store your supplies in a safe, accessible location.  
Your supplies will do you little good if you cannot get to them or they are destroyed or damaged during the disaster. To prevent all of your supplies from being damaged or destroyed, consider storing them in different locations.

Storage locations should be cool, dry and dark. Some possible sites are:

- On a closet floor
- Behind a large piece of furniture (i.e., couch)
- Under a sturdy table on a pallet in the garage
- Under a bed
- In a tool or garden shed

Avoid storing supplies in direct sunlight, near hazardous chemicals (gasoline, pesticides, etc.) or in a location where heavy items could fall on top of them.

## PROVISIONS FOR PETS

### *Identification*

Your pet should always wear a collar and identification tag. Make sure all information on the tag is current as pets may wander far from home in the stress and confusion following a disaster. Current identification may be the only way to locate your pet. You may also want to ask your veterinarian about microchips and/or tattooing as an additional identification back up.

### *Vaccinations*

Your pet needs to be current with his/her vaccinations. Keep medical records in a safe place. You may be required to show proof of current vaccinations if you need to temporarily board your pet. (Note: pets are not allowed at American Red Cross shelters)

### ***Transportation***

Each pet in your household should have his/her own pet carrier. A carrier makes transportation easy in the event of an evacuation and keeps your pet safe from falling debris. Make sure the carrier is large enough for your pet to sit down, lay down, stand up, and turn around. It is important to familiarize your pet with his/her carrier before disaster strikes.

### ***Leashes***

Make sure you have a leash for every dog in your house. Slip leads can double as a collar and leash in an extreme emergency.

### ***Sleeping Quarters***

Do not put your pet's bed near a window or under shelving. Windows can shatter during an earthquake showering your pet with glass. Shelving can collapse, tossing books and other heavy objects down onto your pet.

### ***Check Your Yard***

Make sure all fencing is sturdy and secure. Also look for holes and other possible escape routes.

### ***Plan Ahead***

Human shelters may not welcome your pet. Make pre-disaster plans for post-disaster, temporary placement of your pet. Identify local boarding kennels, veterinarians with boarding facilities, motels that accept pets and/or make arrangements with friends or relatives.

If you are evacuated to a temporary shelter, and have not been able to locate your lost pet, you should plan to visit your local animal shelters daily, as personnel at the shelter will not know how to locate you if you are not at your home. Include items such as a pet supply box for each pet, which should contain the following items:

- |                                                 |                                                  |                                                  |
|-------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Pet first aid book     | <input type="checkbox"/> Pet first aid kit       | <input type="checkbox"/> Blankets                |
| <input type="checkbox"/> 1 month medications    | <input type="checkbox"/> Food & water bowls      | <input type="checkbox"/> Newspaper               |
| <input type="checkbox"/> Plastic bags           | <input type="checkbox"/> Sheets to cover carrier | <input type="checkbox"/> Comb/brush              |
| <input type="checkbox"/> Water                  | <input type="checkbox"/> Can-opener              | <input type="checkbox"/> Leashes                 |
| <input type="checkbox"/> Disinfectant           | <input type="checkbox"/> Paper towels            | <input type="checkbox"/> Pet carrier             |
| <input type="checkbox"/> Favorite toys & treats | <input type="checkbox"/> 2 week supply pet food  | <input type="checkbox"/> Cat litter & litter box |

- Copy of current vaccination record
- Instructions on any special feeding or dietary requirements
- Freeze dried liver treats (to entice dog that may be scared or stressed)

## **II. PLANNING FOR YOURSELF AND YOUR FAMILY**

Your family could be anywhere when the next disaster strikes – at work, at school, in the car, etc. Families can cope with disaster by planning ahead. Knowing what to do can help your family deal with fear and uncertainty. By planning and practicing what to do, your family will be able to react correctly and spontaneously at the first sign of danger.

### **THINGS TO DO:**

- Store your vital documents in a safe place.
- Make an inventory list of your household items.
- Create a family emergency plan.
- Teach your children about disasters and what to expect from them.
- Make provisions for the elderly and disabled.

## IMPORTANT FAMILY INFORMATION AND DOCUMENTS

Earthquakes, fires, storms and other disasters can destroy important documents. After a disaster, you may need financial assistance and will want to document any property loss for insurance and income tax purposes. Having ready access to the documents necessary for completing application forms, as well as those which could be difficult to replace, will eliminate undue delay and frustration.

Take a few minutes and record this important family information.

Identify your vital documents now, before a disaster occurs. Store your important documents in a safe location, preferable in a fire-resistant container, safe deposit box or with a friend or relative who lives at least 100 miles away.

They can also be stored in watertight, sealable plastic bags inside the refrigerator or freezer. It is a good idea to have two sets of your important documents stored in different places so that if one set is damaged, you will have a backup.

### *Important Family Information*

Father's employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work hours: \_\_\_\_\_

Mother's employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work hours: \_\_\_\_\_

Child/Other's employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work hours: \_\_\_\_\_

Child/Other's employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work hours: \_\_\_\_\_

***School Information***

Child's School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School policy is to: hold / release (circle one) child

Child's School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School policy is to: hold / release (circle one) child

Child's School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

School policy is to: hold / release (circle one) child

***Medical Information***

Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

***Utilities Information***

Electric Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Gas Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Water Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## HOME INVENTORY

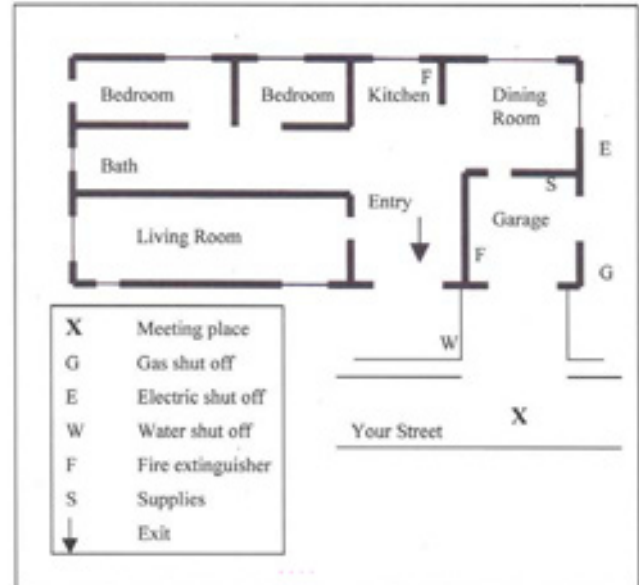
- One of the most important documents you should keep is an inventory list of your household items. The inventory should include: the item, description of the item, serial numbers (if applicable), purchase date, purchase price (or best estimate) and the item's location in your home. It is also a good idea to supplement the written inventory with photographs and/or video tapes of your household contents. List the items room by room. This will make it easier to add new items later on and will help to avoid duplication. This list should be updated at least once a year.
- When you have completed the inventory, make a copy and send it to your insurance agent. Keep your copy in a safe location away from the home. You can store it in a safe deposit box or give it to a trusted friend or relative.

## EVACUATION PLANS

In the event of a fire, flood, earthquake, hazardous material spill or other disaster, it may be necessary for you to quickly evacuate your home. By planning and practicing what to do before you need to, you will help yourself and your family to react correctly and spontaneously at the first sign of danger.

### *Planning to Evacuate*

- Draw the floor plan of your residence.
- Draw at least two escape routes from each room.
- Identify where your emergency supplies, first-aid kits and fire extinguishers are kept.
- Identify utility (gas, water and electric) shut-off valve locations.
- Include your family's reunion location outside the home.
- Conduct fire and emergency drills.



### *Evacuation Priority List*

If you are told to immediately evacuate, you will have little time to think about what to do. What you take depends upon how much notification you have, how long you will be gone, why you are leaving and how you are leaving. To help you prepare to respond before the disaster strikes, take a few minutes to complete this list.

If you are told to leave immediately, do so. Your life is more important than property. During the 1991 Oakland-Berkeley hills fire for example, many people were able to leave with only the clothes on their backs. A few residents were able to take their pets and some sentimental items. But for some, the fire moved too quickly and they lost more than property – they lost their lives.

- Decide which items are the most important to be taken with you and choose only those that you could carry.

_____	_____	_____
_____	_____	_____
_____	_____	_____

- List other items you would take if you are able.

_____	_____	_____
_____	_____	_____
_____	_____	_____

- Choose the items you would like to take if you have access to a vehicle.

_____	_____	_____
_____	_____	_____
_____	_____	_____

- Specify those tasks you would like to complete (if there is time) prior to leaving (shutting off utilities, locking your home, making arrangement for your pets, etc.).

_____	_____	_____
_____	_____	_____
_____	_____	_____

***If You Must Evacuate Your Home***

Follow instructions given by local officials and do not return until directed to do so.

Wear protective clothing and sturdy shoes.

Take your emergency supplies, first aid kit, and important document with you.

Place your pets in the basement, garage or bathroom, if it is safe to do so. Make sure that they have plenty of water. Leave only dry food as canned food can spoil. (Pets will not be allowed in designated American Red Cross shelters.)

Leave a note stating the date and time you left and where you went.

Use only travel routes specified by local authorities – don't use shortcuts because certain areas may be impassable or dangerous.

Listen to your battery-powered radio and follow the instructions of local emergency officials. Tune to a local radio station for emergency information.

If you are able, help your neighbors.

## REUNION PLANS

Disasters have a good chance of occurring when your family is not gathered together. The children may be at school. You may be at work, the shopping center or the theater. To prepare for those possible separations, take a few minutes and develop a reunion plan. This plan will help you get back together, or if that is not possible, to let each other know you are okay.

- Choose one place near your home in case of a sudden emergency, such as a fire.

1. \_\_\_\_\_

- Choose at least two or three places outside your neighborhood in case you cannot return home. Possibilities include neighbor's, friend's, or relative's homes, local schools, churches, parks or community centers. If you arrive home and no one is there, it will give you some places to start looking.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Choose a friend or relative who lives at least 100 miles away who can be contacted by all family members if it becomes impossible to reach the reunion locations. You can report to them where and how you are and learn where and how other family members are as well. Be sure each family member carries the contact person's name and phone number with them.

## EARTHQUAKE SAFETY TIPS

Two keys to family safety are planning for the disaster and practicing exactly what you will do when it happens.

### *Before an Earthquake*

Walk through your home together with your family.

- Search for hazards using the guide on pages 29 to 32.
- Discuss where and how you can protect yourself in each room.
- Practice by physically placing yourself in these locations

- ❑ Practice “Duck, Cover and Hold” earthquake drills regularly (every four to six months). Call out “earthquake” and discuss what each family member did correctly or what they did incorrectly.

### ***During an Earthquake***

Stay calm.

Move away from glass doors and windows.

Duck, cover, and hold. Duck under a sturdy piece of furniture or under a doorway. Do not duck under beds or other objects that could collapse. Cover your head with your hands and arms to protect yourself from flying glass or falling objects. Hold onto the furniture. If it moves, move with it. Stay under it until the shaking stops.

If you brace yourself in a doorway, be careful of the door as it could swing towards you during the shaking.

If you cannot get under a table or in a doorway, sit down next to an inside corner wall and protect your head with your arms.

Avoid heavy, standing objects such as bookcases, china cabinets, etc.

*If you are indoors, stay there.* Do not run outside. Quickly move to one of the safe places you have identified.

*If you are outside, stay outside.* Move away from power lines and poles, trees, tall buildings, walls and chimneys.

If you are in a vehicle, stop in an open area away from trees, power poles, overpasses, bridges, and tall buildings. Stay in the vehicle until the shaking stops. If electrical lines fall onto your vehicle, stay inside.

### ***After an Earthquake***

Immediately check for injuries and fires.

Wear sturdy shoes for protection from debris or broken glass.

Use a flashlight. Do not light a match until you are positive there are no gas leaks.

Check utilities, appliances, and the sewer line for damage before using them. Listen to the radio for emergency information.

Do not use the telephone except for emergencies. Non-emergency calls may overload the circuits, preventing others from reporting emergencies.

Expect aftershocks.

## **TIPS FOR COPING WITH YOUR CHILDREN'S FEARS**

### ***Before the Disaster***

Your children are less likely to experience prolonged fear or anxiety if they know what to expect after the disaster. Include your children in the preparation phases of your family's emergency plan.

- Talk about your own experiences and/or read aloud about disasters, such as earthquakes. Local libraries have a number of good books on earthquakes and other disasters.
- Ask the staff at your children's school about the school's disaster plan.
- Provide your children with the name of a relative, neighbor or friend who will care for them until the family can be reunited.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

- Help your children assemble their own emergency kit.

### ***After the Disaster***

Encourage your children to express their feelings of fear. Give them a chance to talk and ask questions.

Your children may need both verbal and physical reassurance that everything will be all right. Hug them frequently.

Include your children in any clean-up activities. It is comforting for children to watch the household begin to resume its normal functions, and to have a job to do.

Have your children write a story or draw a picture.

Explain to your children what has happened.

Replace your children's toys and security items (blankets, etc.) as soon as possible.

Allow your children to mourn the loss of a friend or home.

After acknowledging their fears, point out their abilities and the things they can do for themselves.

## **TIPS FOR THE ELDERLY OR DISABLED**

### ***Before the disaster***

- Tell your neighbors now if you may not move well or quickly in an emergency. Have a whistle or siren available to summon help in an emergency.
- Know where the safe places are in each room of your home, such as under a sturdy desk or table, in a doorway, or in the corner of an inside wall.
- Plan how you will get out of each room if the doorway is blocked. Arrange your furniture to allow a clear pathway.
- If you are vision-impaired, keep an extra cane as your guide dog may be injured or too frightened to help you. Don't forget to store extra food and supplies for your dog.
- Keep your wheelchair, walker, cane and crutches near you and if possible, store extras in various locations. Family members should know where these items are stored.
- If you use any life support equipment, make sure it is fastened securely to prevent it from falling over. If the equipment runs on electricity, you may consider purchasing a portable generator.
- If you use any battery-operated equipment, have extra batteries. Also, store extra hearing aid batteries.
- Put security lights in various rooms in your home. These lights plug into the electrical wall outlets and light up automatically if there is a power failure. They can provide light for 4-6 hours.
- If you are hearing-impaired, install a fire and smoke alarm designed for the hearing impaired. A portable battery-operated TV will allow access to instructions during an emergency. Have paper and pencils available to communicate with others.
- Purchase a whistle to alert others in case you need assistance.

### ***During the disaster***

Move to one of the areas of safety mentioned previously.

Stay away from tall, unsecured furniture, glass doors and windows, fireplaces and hanging objects.

If you are in a wheelchair, stay in it. Move to a doorway, or other area of safety. Lock the wheels and cover your head with your arms to protect yourself from falling debris.

### ***After the disaster***

Remain calm.

If you are trapped inside, make as much noise as possible to attract attention to yourself. Use your whistle to alert others.

If you have a guide or hearing dog, keep the dog confined or securely harnessed as it may become frightened and could run away.

### ***III. PROTECTING YOUR FAMILY AND YOUR HOME***

Taking steps to make your home safe is one of the most important tasks your family should complete prior to a disaster. There are many hazards in our homes that could cause us harm during a disaster. Death, injuries and damage are often caused by falling debris, collapsing structures, fires, spilled hazardous chemicals, etc. Eliminating these hazards offers better protection for your family and home.

#### ***THINGS TO DO:***

- Identify, secure and correct any potential hazards in your home.
- Examine the structural safety of your home.
- Locate your utility shut-off valves.
- Store hazardous household products in a safe location.
- Install smoke detectors and learn how to use a fire extinguisher.

## SECURING YOUR HOME

Imagine what it would be like if your home had wheels and was speeding down a twisting, bumpy road. Your home would bend and sway, causing the interior contents and exterior structures (chimneys, roofs, etc.) to fall or collapse. A major earthquake would have a similar effect.

Take 30 minutes to walk through your home with all family members, identify potential hazards by using this worksheet. Correct these hazards by completing the suggested tasks.

### ***Water heater***

The typical water heater weighs about 450 pounds when full. Such a massive object resists being moved suddenly. In an earthquake, the floor on which it is standing tends to move out from under the heater, causing it to topple over. This movement also breaks the rigid gas and water line connectors.

Is your water heater securely fastened to the wall studs with a strap or plumber's tape?

\_\_\_\_\_yes      \_\_\_\_\_no

To secure your water heater:

- Wrap steel plumber's tape around the entire heater at least twice. Then secure the tape to two different wall studs with two inch or longer lag screws.
- Install flexible gas and water connectors.

*Refer to the Uniform Building Code for the proper placement of a water heater.*

### ***Furniture***

A major earthquake has the potential of causing substantial damage to your possessions. A large portion of the actual damage in an earthquake is non-structural (furniture, light fixtures, supplies, etc.) A general rule is: If the length or width of an item is less than two-thirds the height, it may overturn in an earthquake.

Identify top-heavy, free standing furniture such as, bookcases and china cabinets which could topple in an earthquake.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How you secure furniture will depend upon its value, location and your imagination. Listed below are a few ideas to help you get started.

- Secure your tall or top-heavy furniture by using: “L” brackets, corner brackets or anodized aluminum molding to attach tall or top-heavy furniture to the wall, corner brackets or eyebolts to secure items located a short distance from the wall.
- Attach a wooden or metal guardrail on open shelves to keep items from sliding or falling off. Fishing line can also be used and is less visible.

Place heavy and/or large objects on lower shelves.

***Heavy or breakable objects***

Identify heavy or breakable objects on high shelves or in cabinets.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Securely fasten or move these objects to lower locations.

***Appliances***

- Identify appliances, which could move enough to rupture gas or electrical lines.

_____	_____	_____
_____	_____	_____
_____	_____	_____

Because the floor will be moving and shifting under your appliances, remember to allow for a small amount of flexibility.

- Install flexible gas connectors on all gas appliances. This will significantly reduce your chances of having a major fire following an earthquake.

***Cabinets and Latches***

Identify kitchen and bathroom cabinet doors, which will not stay closed during heavy shaking.

_____	_____	_____
_____	_____	_____

- Secure your cabinets or cupboard doors by installing any one of the following latches:  
Automatic latches    Bolt action    Guillotine    Hook and eye

Spring loaded or heavy duty magnetic latches help secure cabinet contents. The purpose of the latches is to keep cabinet doors closed and prevent dishes and other items from falling and breaking.

***Pictures, mirrors and hanging objects***

When a major earthquake strikes, you may be severely injured by falling and flying objects. Remove heavily-framed pictures and mirrors from above beds, couches and chairs. Determine whether the full swing of your hanging plants and lamps will strike a window, and if they will, move them.

- Identify heavily-framed pictures, mirrors, etc., which are placed over beds, couches and chairs.

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- Relocate these or securely mount them.
- Secure pictures and/or mirrors by placing angle screws on both sides, the top and the bottom or secure these with wire through an eyebolt screwed into the stud.
- Identify hanging plants, especially those in heavy baskets, and hanging lights, which are near windows.

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- Move these to a safer location or securely fasten them to the walls or ceilings.
- Secure hanging objects by closing the opening in the hook or with wire through an eyebolt screwed into the stud.

***WINDOW SHEETING***

During earthquakes, glass from windows can break and send dangerous pieces flying in all directions. You can greatly reduce the hazard potential of flying glass by using transparent window film (commonly used to reduce solar heat and glare).

A 2-4 mil thick piece of film placed on the inner surface of the glass can make the glass stronger and shatter resistant. The film’s adhesive holds the broken glass fragments

together. Since the film keeps the glass intact, it is a temporary substitute for window boarding.

***Electronic equipment and appliances***

- Identify electronic equipment (stereos, televisions, VCR'S, computers, etc.) and appliances (microwaves, toasters, etc.), which may slide off their shelves.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Secure these items by using double-stick tape or Velcro-type fasteners, or provide a restraining edge on the cabinet or shelf.

***Hazardous household products***

Identify poisons, toxic chemicals or solvents in breakable containers which are located in high or dangerous locations.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Move these to a safe, well-ventilated storage area. Keep them away from your water storage and out of the reach of children and pets.

**STRUCTURAL PREPARATION**

Now that you have secured things inside your home, take a few minutes to examine the structural safety of the house itself. If your house is of conventional wood construction, it will probably be relatively resistant to earthquake damage, particularly if it is a single story. But this is the case only if the roof, ceilings, walls, chimneys and foundation remain connected.

These suggestions will take time and money, but implementing them will ensure even greater stability for your home and its contents. Consider using a licensed professional to perform the structural work.

***Foundation***

- Check to see if your house or garage is securely fastened to the foundation. Some homes constructed before the mid-1950s and most built before the 1940s do not have bolts securing the wood structure to the concrete foundation.

## *Chimney*

- Chimneys are often constructed of unreinforced masonry, which makes them vulnerable to earthquakes.
- Check the brick mortar for signs of deterioration.
- If the chimney is not tied to the house (most are not), use metal straps to tie the chimney to the ceiling joists.
- Protect yourself from falling chimney bricks that might penetrate the roof by reinforcing the ceiling surrounding the chimney with ¾” plywood nailed to ceiling joists.
- Check the roof and chimney for loose tiles and bricks.

After an earthquake, do not use your fireplace until the chimney has been inspected by a professional for cracks and other damages. Sparks may escape into your attic through an undetected crack and start a fire.

## *Beams, Posts, Joists and Plates*

- Strengthen the areas of connection between joists, beams, posts and plates using the following hardware:

“T” and “L” strap      Mending plates      Joist hangers      Twin post caps  
Nails and lag screws

Pay particular attention to exposed framing in garages, basements, porches and patio covers.

## *Mobile Homes*

Mobile homes suffer the most damage from falling off their supports. To reduce this damage, leave the wheels on to limit its fall, and:

- Check the foundation to make sure that it has been reinforced and that the undercarriage has been securely tied to the foundation. Without this, the mobile home may be thrown off its foundation even during small tremors.
- Tie double-wide mobile homes together. The two units are generally of different weights. When an earthquake strikes, they tend to react differently and pull apart.

Structural support bracing systems are commercially available. Designs and costs vary, but a good bracing system can be a worthwhile investment. If you are interested in a seismic bracing system, contact your mobile home owner’s association, local mobile home dealer or check the phone book for vendors.

## UTILITY SHUT-OFF

- With your family, locate your gas, water and electric utility shut-off valves.
- Learn how and when to turn off the utilities.
- Teach all family members how and when to turn off all utilities.

### *Gas*

- Attach an adjustable wrench to the gas meter. You will not want to take time to find one after a disaster. You may use a pipe wrench, crescent wrench or a slotted wrench designed specifically for turning off the utilities.
- Consider marking the shut-off valve with reflective tape to identify it in the dark.

The main shut-off valve is located on the inlet pipe next to your gas meter.

Using a wrench, turn the valve one quarter turn in either direction so that it is perpendicular to the pipe. After a major disaster, shut off the gas immediately **ONLY IF** you smell a strong odor of gas, you hear gas escaping from a broken or disconnected pipe or if you notice a large consumption of gas registering on the gas meter. (If the dials on the gas meter spinning around rapidly, there is probably a leak.)

If leaking gas starts to burn, do not attempt to put the flame out. If possible, move other flammable material away from the fire. If it is safe to do so, turn off the gas.

Do not use matches, lighters, open flame appliances or operate electrical switches until you are sure there is no gas present. Sparks from electrical switches could ignite leaking gas fumes and cause an explosion.

*CAUTION – Once the gas is shut off at the meter, do not try to turn it back on, call Pacific Gas and Electric Company or a qualified plumber to restore gas service.*

### *Electricity*

After a major disaster, check for damage to the wiring and shut off the electricity if you suspect a problem. Sparks from electrical switches could ignite leaking gas and cause an explosion.

If you plan to use a portable electric generator, you need to be familiar with the current law regulating their use. If the generator is capable of being connected temporarily to your electrical system (which is normally supplied by PG&E) it must be connected only after opening your main switch. This disconnects your electrical system from PG&E. The purpose of this requirement is to isolate your electrical system from PG&E's power lines while the generator is being used. If the generator is permanently installed, it must be connected with a double-throw switch.

The reason for the law is because a power surge from electric generators may cause injury to line personnel and/or property damage. If used during power outages, they can send electricity back through PG&E's power lines. If there are PG&E crews working on the lines, they won't know if a generator is being used nearby. If the electricity is going through the line from the generator, it can seriously injure or kill the work crews. Also, if the generator is connected this way, it can be damaged or destroyed when power is restored.

The law requires that you notify the utility company (PG&E) of the location of any electric generator used in a home or business.

### ***Water***

- Label the water main for quick identification. Consider using reflective tape to mark the shut-off valve to identify it in the dark.

After a major disaster, check for water leaks. Shut off the water **ONLY IF** you experience problems such as, low water pressure or lack of water when you turn the faucet on.

Water should be turned off at the water main leading into the home. This is the emergency meter shut-off closest to the house. Menlo Park lines are gravity-filled and located below most houses. For this reason, we recommend that you shut off the water here because it may flow out of the water heater and back into the main line if you do not.

## **HAZARDOUS HOUSEHOLD PRODUCTS**

Many household products contain chemicals that are poisonous, corrosive, flammable and/or chemically reactive. These products can topple over and spill during an earthquake, causing a chemical spill inside the home. Garages, kitchens and bathrooms are common locations for hazardous household chemical spills.

Hazardous household products include:

Automotive fluids, household cleaners, disinfectants, polishes, bleach, liquid detergents, photographic chemicals, pesticides/herbicides, fertilizers, pet care products, paint products and pool chemicals.

### ***Storage of hazardous products***

- Store hazardous household products on the floor, on a low shelf, or in a locked cabinet that is securely fastened to the wall. If the item is placed on a shelf, install

a guardrail to prevent the bottle or container from slipping off the shelf and breaking or spilling onto the floor.

- Store all hazardous household products in a secure place away from children, pets, flammable materials, sources of sparks or flames and your stored drinking water. The storage area should be safe and well ventilated. Store products in their original containers with caps that can be tightly sealed. If it becomes necessary to store a product in a different container, always clearly label the container with the product name and proper instructions. Store liquid and dry chemicals separately.
- Store photographic material in clearly marked and dated unbreakable, non-metal containers.
- Store pool chemicals away from metal tools since the chemicals can cause corrosion.
- Do not store flammable liquids in glass containers and avoid storing flammable materials such as fuels. If you store gasoline for lawn mowers, etc., store the gasoline in a sealed, metal container.
- Do not store hazardous products in containers that resemble food containers.

When using hazardous household products, follow the manufactures directions carefully. Most of them are made to be used one at a time and should not be mixed together. Mixing them can produce explosive reactions or toxic fumes. For example, mixing ammonia and bleach together creates toxic fumes.

## **FIRE SAFETY**

Most home fires are caused by carelessness or faulty equipment. These fires can be avoided through simple preventative measures. There is always the possibility of fire after an earthquake because of broken or damaged gas lines. Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself.

### ***Fire Safety Checklist***

- Remove debris from garage, attic, closets, etc.
- Store flammable liquids in proper containers, away from heat source.
- Keep matches and lighters out of sight, away from children.
- Teach family members how to use a fire extinguisher.
- Purchase a fire extinguisher suitable for all types of house fires (A B C).

- Place fire extinguishers in an accessible location. Test them often and recharge after every use and as recommended by the manufacturer.
- Install smoke detectors throughout your home. Test them once a month and replace the batteries once a year.
- Use a screen for the fireplace and a spark arrester on the chimney to trap flying sparks.
- Do not overload electrical outlets. Replace worn or frayed cords.
- Keep your yard well groomed and your weeds cut.
- Develop an escape plan with two exits per room. Practice the plan.
- Teach your family to “Stop, Drop and Roll” if their clothing catches fire.

### *Smoke Detectors*

Most home fire deaths occur during the early morning hours when most people are sleeping. The heat and smoke from a fire are more dangerous than the flames. The heat can scorch your lungs and the smoke travels faster than the flames. Ninety percent of all fire deaths are caused by smoke inhalation.

- Install smoke detectors in your home. Working smoke detectors double your chances of surviving a fire. Do not remove the batteries if the smoke detector sounds.
- Place smoke detectors on the ceiling or high on the wall outside bedrooms. Also place them at the top of open stairways or at the bottom of enclosed stairs and near (but not in) the kitchen. Place a smoke detector on every level of your home.
- Check your smoke detector at least once a month to see that it is operating properly. Do not remove the batteries if the smoke detector sounds. A battery-operated smoke detector cannot alert you if the batteries are taken out.

Clean your smoke detector once a month and replace the batteries at least once every year. Hint: Choose a date that is easy for you to remember. For example, each spring and fall when you reset your clocks, a birthday, anniversary, holiday, etc.

Change batteries:

---

Smoke detectors are inexpensive and can be purchased at most hardware, home supply, discount and drug stores.

## **IF THERE IS A FIRE**

Stay low. Heat, smoke and toxic gases rise so stay low. If you can, cover your mouth and nose with a wet cloth.

Test the door with the back of your hand. If it is hot, do not open it. Find another escape route. If it is not hot, open it slowly and carefully.

Exit quickly. Once you are outside, stay outside. Go to a neighbor's house to call 9-1-1. Meet your family at the pre-designated meeting place.

If your clothing catches on fire, "Stop, Drop and Roll". Do not run. Running will fuel the fire and cause it to spread. Cover your face with your hands and roll until the fire is extinguished.

### ***Fire Extinguishers***

A portable fire extinguisher can help save lives and property by putting out a small fire or containing the fire until the fire department arrives. Fire extinguishers are not designed to fight large fires. If you cannot put out a fire immediately with a fire extinguisher, leave the area immediately and call 9-1-1 from a neighbor's house.

Fires are classified into three types:

Class A: Ordinary combustibles – paper, wood, cloth, rubber and many plastics.

Class B: Flammable liquids – oils, gasoline, grease, solvents, lacquers and some paints.

Class C: Electrical equipment and appliances – electrical sources which are still supplied with power.

In order to extinguish a fire, you must use the proper fire extinguisher for the type of fire. Using a fire extinguisher that is not rated for the type of fire you are fighting can make the fire worse.

There are several different types of fire extinguishers available. Some of them are:

- Multi-purpose dry chemical (rated A:B:C) – This may be used on all types of fires and is the least expensive.
- Halon (rated A:B:C or B:C) – This is the most effective for computers and electrical equipment because it does not leave a residue.
- Carbon Dioxide (rated B:C) – This is used on most mechanical and electrical fires.
- Pressurized water – This is for Class A fires only. It can be dangerous if used on Class B or Class C fires.

### *Operating a fire extinguisher*

To operate a fire extinguisher, follow the **P.A.S.S.** steps outlined below:

**P**ull the pin from the handle.

**A**im the extinguisher. Point the extinguisher nozzle at the base of the fire.

**S**queeze the handle. This releases the extinguisher agent.

**S**weep from side to side at the base of the fire until the fire is out. If the fire restarts, reactivate the extinguisher.

### **DID YOU KNOW**

It is better to have several smaller extinguishers distributed throughout your home (kitchen, garage, etc.) than one large one that is hard to get quickly.

Fire extinguishers must be checked periodically to be sure they are fully charged and ready for use. Extinguishers need to be shaken periodically to prevent the contents from settling.

Fire extinguishers need to be serviced annually by a professional. They should also be recharged or replaced after each use. Check the phone book for vendors.

## **IV. COMMUNITY EMERGENCY RESPONSE TEAMS**

The Menlo Park Fire Protection District in partnership with Menlo Park Police, East Palo Alto Police, and Atherton Police Departments present the Community Emergency Response Team (CERT) Training.

The CERT members are citizens trained and certified to provide disaster assistance within their own neighborhoods. CERT members receive basic training to help them save lives and property until the professionals arrive. They learn disaster response skills to help their neighbors without getting hurt themselves. CERT is a way for neighbors to be ready to help neighbors when disaster strikes.

In the event of a natural disaster such as a severe winter storm, flooding, or major earthquake, households need to be prepared to be on their own during the first 72 hours. Neighborhoods will be on their own and volunteers will naturally be the first on-the-scene emergency responders in their own communities, especially when police and firefighters are overwhelmed with requests for help and may be slowed down by impassable streets and other damage.

One also expects that under these kinds of conditions, family members, fellow employees, and neighbors will spontaneously try to help each other. This was the case following the Mexico City earthquake where untrained, spontaneous volunteers saved 800 people; however, 100 people lost their lives while attempting to save others. This is a high price to pay and is preventable through training.

### ***THINGS TO DO:***

- Review the training outline and time commitment on pages 41 and 42.
- Complete and mail in skills and services checklist on page 43.
- For further information contact the Community Emergency Response Team Coordinator, Carol Parker at (650) 688-8415.

## **COMMUNITY EMERGENCY RESPONSE TEAM (CERT) OVERVIEW**

Training courses are offered throughout the year. Please contact Carol Parker for schedule details and class availability.

With training, CERT members are:

Better prepared for self-sufficiency for 72 hours following a disaster.

Able to provide emergency response team to save lives and property in their neighborhood.

Able to guide untrained volunteers who want to help take care of the neighborhood in the event of a major disaster.

The CERT training for community groups is usually delivered in 2 ½ hour sessions, one evening a week over a 6 week period. The training consists of the following:

- Session #1    Earthquake Awareness, Preparedness, and Hazard Mitigation
  - Earthquake type, magnitude, history and probability
  - How to prepare before it happens
  - What to do when the earth starts to shake
  
- Session #2    Basic Disaster Skills
  - Natural gas, water and electrical controls, why, when and how to shut them off
  - Types of fire, and using extinguishers to put the fire out
  - Hazardous Materials awareness in the home, on the road, and in the workplace.
  
- Session #3    Medical
  - Health considerations for the rescuer
  - Opening airways
  - Stopping bleeding and controlling shock
  - S.T.A.R.T. triage
  - Minor injuries and burns
  
- Session #4    Light Search and Rescue
  - Different types of construction and where to look for damage
  - How to classify damaged buildings
  - Building marking system
  - Interior search patterns
  - Lifting heavy objects and mechanical advantage
  - Victim carries

Session #5 Team Organization and Management  
Disaster Plans and where CERT fits in  
CERT Incident Command System, managing the disaster  
Disaster Psychology

Session #6 Skills Development and Application  
Extinguishing fires  
Triaging and treating victims  
Extricating a victim trapped by heavy timbers  
Interior search for reported missing persons  
Exterior building damage assessment  
Review and Final Exam  
Award of Achievement and course evaluation

Volunteers from the CERT program don't just sit around and wait for the next city wide or regional emergency to happen! Some ongoing practice and training is important to maintain and increase disaster response skills and team capabilities. With that in mind, the CERT Program will also offer advanced classes and exercises to those who have completed the basic training. Please contact the CERT Coordinator Carol Parker for more details and class schedule.

# Skills & Services For Volunteers

Please Print Clearly

Date \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**Skills** (check appropriate categories and list any special skills for the category):

- Language, including sign (specify level of fluency) \_\_\_\_\_
- Administration/Supervision \_\_\_\_\_
- Communications (HAM Radio, cellular) \_\_\_\_\_
- Computer \_\_\_\_\_
- Construction \_\_\_\_\_
- Counseling \_\_\_\_\_
- Heavy equipment operator \_\_\_\_\_
- Medical \_\_\_\_\_
- Other \_\_\_\_\_

**Equipment & Resources:**

<input type="checkbox"/> First Aid Supplies	<input type="checkbox"/> Bike (type)	<input type="checkbox"/> Boat (type)	<input type="checkbox"/> Medical Equipment
<input type="checkbox"/> Portable Generator	<input type="checkbox"/> Chain Saw	<input type="checkbox"/> Water Pump	<input type="checkbox"/> Lantern
<input type="checkbox"/> 4 Wheel Drive Vehicle (type)		<input type="checkbox"/> HAM Radio	<input type="checkbox"/> CB, Walkie Talkies
<input type="checkbox"/> Work Tools (shovels, wheelbarrows, etc.) (Specify)			<input type="checkbox"/> Computer (type)

Specific types of equipment and miscellaneous:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please mail this form to:  
 Menlo Park Police Department  
 701 Laurel Street  
 Menlo Park, CA 94025

## **Suggested Reading and Sources of Information**

### ***SOURCES OF INFORMATION***

#### ***American Red Cross, San Mateo County Chapter***

1710 Trousdale, Burlingame, California 94010

#### ***United States Geological Survey, USGS***

[www.usgs.gov](http://www.usgs.gov)

345 Middlefield Road, Menlo Park, California 94025 (650) 853-8300

#### ***Federal Emergency Management Agency, FEMA***

[www.fema.gov](http://www.fema.gov)

1111 Broadway, Suite 1200, Oakland, California 94607 (510) 627-7100

#### ***California Department of Conservation***

[www.consrv.ca.gov](http://www.consrv.ca.gov)

Department of Conservation Headquarters

801 K. Street, MS24-01, Sacramento, California 95814 (916) 322-1080

#### ***California Office of Emergency Services, OES***

P.O. Box 419047, Rancho Cordova, California 95741-9047 (916) 845-8400

#### ***California Office of Emergency Services Earthquake Program***

(Formerly called Bay Area Regional Earthquake Preparedness Project, BAREPP)

1300 Clay St. Suite 400, Oakland, California 94612 (510) 286-0895

#### ***California Seismic Safety Commission***

[www.seismic.ca.gov](http://www.seismic.ca.gov)

1755 Creekside Oaks Drive, Suite 100, Sacramento, California 95833 (916) 263-5506

#### ***Menlo Park Public Library***

[www.menlopark.org](http://www.menlopark.org)

801 Alma Street, Menlo Park

## **DON'T WAIT FOR THE NEXT DISASTER, GET READY NOW**

Have you completed all of the items listed in the following checklist? If not, what are you waiting for?

- I.     **PREPARING YOURSELF AND YOUR FAMILY**  
Store one gallon of water per person per day in a sturdy plastic container.  
Maintain a three to five day supply of food.  
Assemble emergency supplies for your family.  
Prepare portable disaster supply kits for your car and workplace.  
Store your supplies in a safe, accessible location, preferably outdoors.  
Make provisions for your pets.
  
- II.    **PLANNING FOR YOURSELF AND YOUR FAMILY**  
Store your vital documents in a safe place.  
Make an inventory list of your household items.  
Create a family emergency plan.  
Teach your children about disasters and what to expect from them.  
Make provisions for the elderly and disabled.
  
- III.   **PROTECTING YOUR FAMILY AND YOUR HOME**  
Identify, secure and correct any potential hazards in your home.  
Examine the structural safety of your home.  
Locate your utility shut-off valves.  
Store hazardous household products in a safe location.  
Install smoke detectors and learn how to use a fire extinguisher.
  
- IV.    **COMMUNITY EMERGENCY RESPONSE TEAMS**  
Review the training outline and time commitment.  
Complete and mail in skills and services checklist.  
For further information contact the Community Emergency Response Team Coordinator, Carol Parker at (650) 688-8415.

## Emergency Numbers

### Emergency

(Life or property at risk) 9-1-1

### City of Menlo Park

Police Department  
(non-emergency) (650) 330-6300

Fire Department  
(Life or property not at serious risk) (650) 688-8400

Maintenance  
(Fallen trees, sand bag assistance, streets, mudslides, storm drains)  
Business hours (650) 330-6780

After hours (650) 330-6300

24-Hour Recorded Updates (650) 330-6699

Website [www.menlopark.org](http://www.menlopark.org)

### Utilities

PG&E (gas leaks, power outages) (800) 743-5000

(Updates on power outages) (800) 743-5002

West Bay Sanitary (sewer backups) (650) 321-0384

Water (Menlo Park Maintenance)  
After hours (650) 330-6300

(CAL Water) (650) 367-6800

SBC (phone lines down) 6-1-1

From cellular phones (800) 310-2355

### Road Conditions

(local streets and bridges) 5-1-1

### Peninsula Humane Society

(14-day free pet housing) (650) 340-8200

### San Mateo County Environmental Division

(Hazardous wastes, wells, septic tanks) (650) 363-4305

### Food and Housing

American Red Cross (650) 259-1750

Salvation Army (415) 553-3500

### Emergency News Updates

Cable TV Channel 77

1670 AM – City of Menlo Park Information and Emergency Broadcasts.