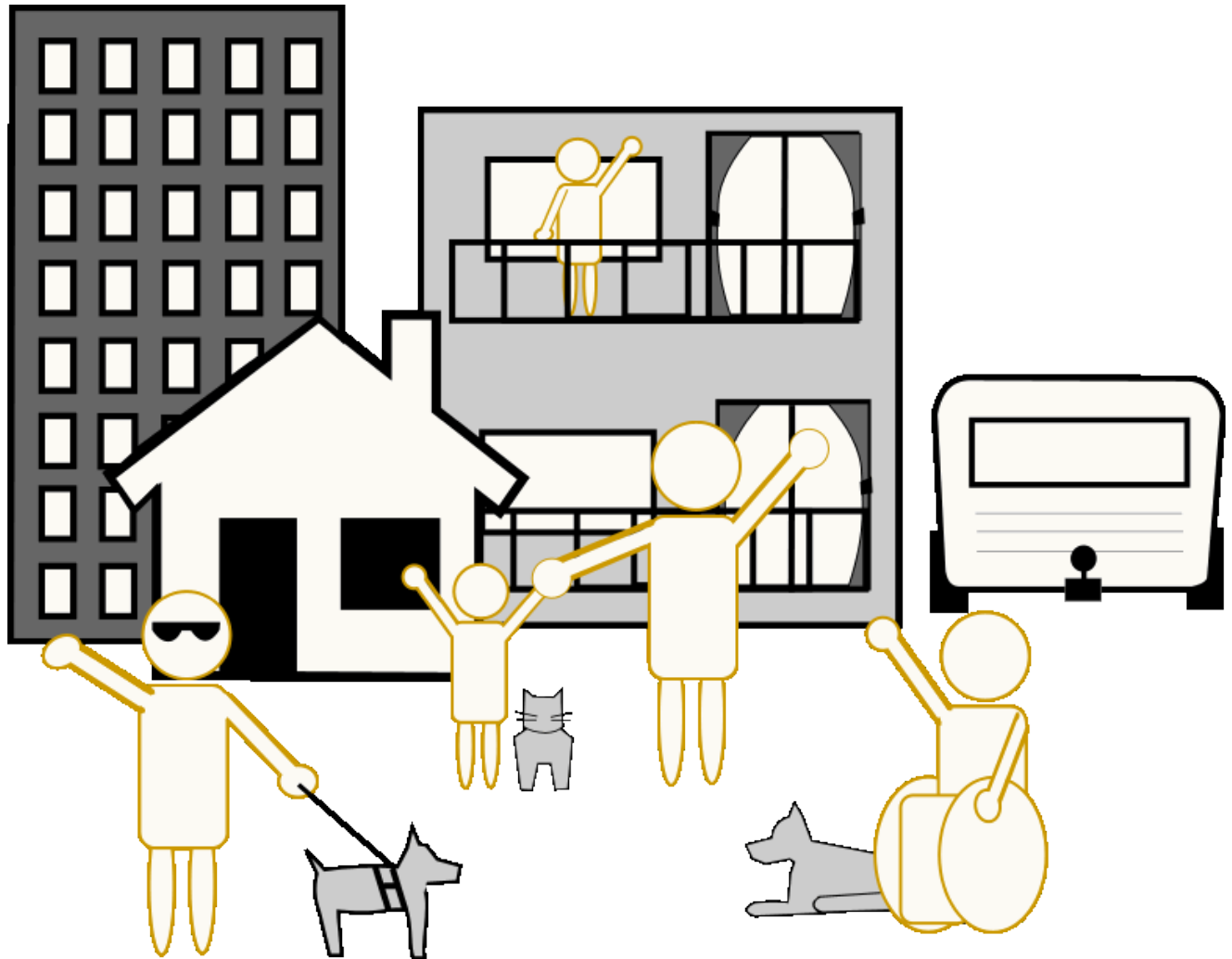


PERSONAL EMERGENCY PREPAREDNESS

Last updated Jun. 2009



Helping Nonprofits Prepare to Prosper!

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From *Personal Emergency Preparedness*

Prepare the people you love to prosper by thinking through YOUR priorities. A little bit of thought before the event can leave you able to make the best decisions for yourself and your family.

PEOPLE IN YOUR LIFE. Who are the people you care about – the ones you will want to check on if they are in an emergency; the ones who will want to know if you are safe? They are why preparedness matters. Remember that there is no “right” answer – this is entirely about who you care about. Write down their names – in an emergency, they are your chosen contacts:



THINGS IN YOUR LIFE. What are the things in your life you want to protect? It doesn't matter what anyone else would say -- this is about what YOU value. Assume all people and pets are safe. If you could only save a few things, what would they be? Just writing them down is a concrete step toward being more prepared.



From *Personal Emergency Preparedness*

Preparedness is not just about dealing with an emergency – it’s about **walking the world being and feeling safer**. Addressing **YOUR** concerns, fears, or anxieties will make your life better right now, not just “someday”.

YOUR INTERESTS AND CONCERNS. What issues do YOU care about? Perhaps you find them more likely, or more threatening, or more relevant. Write down any personal concerns YOU have in each situation.

EARTHQUAKES

FIRES

FLOODS

HAZARDOUS MATERIAL SPILLS

POWER OUTAGES

TERRORISM

OTHER



REMEMBER: use the power of other people’s brains to help generate ideas and solutions!

ADDRESSING YOUR CONCERNS. Let yourself be and feel safer and more prepared.

- ACT to address at least one area that concerns you. Get advice from others. What can you do?
- Write down one thing you CAN DO to address a concern you expressed above.

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Once you've considered your priorities, you can make **smart choices and take helpful action**.
 Address the areas below to get yourself started on the road to being safe and prepared!

PEOPLE IN YOUR LIFE. *Be ready to inform everybody you love with just one phone call!*

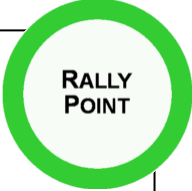
- RECORD all appropriate contact information for your chosen contacts.
- STORE this with your disaster supplies and Go-Kits.
- DECIDE on an Out-of-Area Relay Person: someone who lives far enough away that they would be unaffected by any disaster near you. You can make ONE CALL, and they can relay information about you to your chosen contacts, if you have limited communications. Name: _____
- CHOOSE a backup Out-of-Area Relay Person, also. Name: _____
- TALK to them about what this means.
- GIVE them your list of chosen contacts, including contact information. Give copies also to anyone else you consider appropriate (trusted housemates, neighbors, friends, family or others).
- OFFER to be the Out-of-Area Relay Person for people you care about!

THINGS IN YOUR LIFE. *Protect the things you really value.*

- RECORD a list of your most treasured possessions.
- CREATE a Treasure Map of their whereabouts. Include descriptions if helpful.
- SHARE this list with appropriate, trusted friends, family or others.
- STORE this list in your Go-Kit(s).
- ACT to protect at least one of these items. Get advice from others. What can you do?

DESIGNATE EVACUATION SPOTS!

Share this information with your family and friends. Be sure that if you need to evacuate, everyone will meet in the same place. Practice gathering there to be sure everyone agrees.



1st Choice: _____

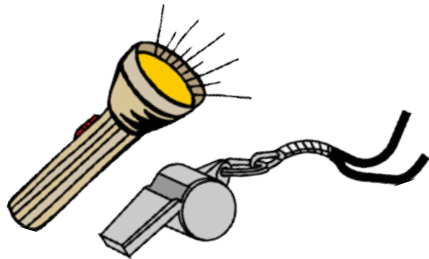
2nd Choice: _____

You are your most valuable preparedness resource! Learn the skills that can help keep you safe.

WALK THE WORLD WITH PREPAREDNESS IN YOUR POCKET: put a flashlight and a whistle on your keychain!

Flashlights are very effective at getting someone's attention, or directing traffic. Use flashlights to see AND TO BE SEEN – flashlights make excellent communication devices.

Whistles will help you call for help or give a warning, as well as many other forms of communication. A whistle's sound will carry much further than your voice, and it will last longer.

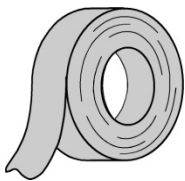


Use this simple code:
1 = Yes 2 = No 3 = Help!



EVEN WHEN YOU HAVE FEW RESOURCES: you can still be **RESOURCEFUL!** You can use anything to serve your disaster needs. What could you do with these useful, everyday items?

• Duct tape: _____



• Garbage bags: _____



• Zip top bags: _____

• Radio: _____



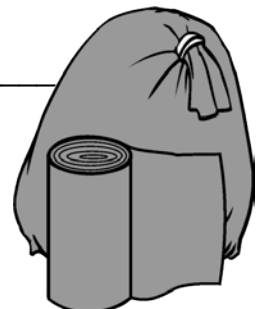
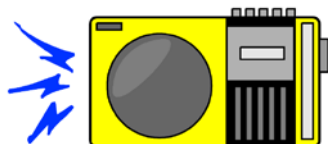
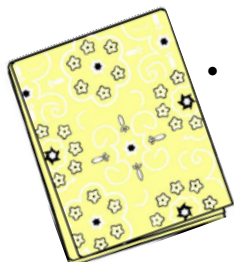
• Food: _____

• Water: _____



• Marker: _____

• Bandana: _____



These basic skills can help keep you and your family safe. Remember: preparedness is not about disasters. It's about who you are committed to being for your family and community in emergencies. Be sure to share these key points, and all preparedness, as a positive, empowering conversation. Never use fear or threat messages to "motivate" behavior!

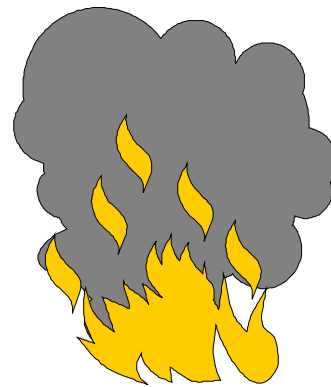


Earthquakes:

When you feel an earthquake - **Drop, Cover and Hold**. Keep your eyes closed, face turned downward. When the shaking stops, shake yourself off (don't rub) and check to make sure no glass or other hazards are on you. Look around carefully before coming out of your protected space. Bolting and bracing furniture and installing cabinet latches can save your life and significantly reduce damage and financial loss – and if there is only minor damage, you may be able to stay in your home rather than evacuate!

Fires:

If you are on fire - **Stop, Drop and Roll**. Have charged fire extinguishers in multiple locations. Install smoke detectors and check batteries every six months. If you must get through a smoke-filled room, crawl or stay low to the ground and put a cloth over your mouth and nose.



Floods:

In flood conditions - get **Up Stream** - above the water. Flooding can trigger landslides, power outages and many other dangerous conditions. It can take less than 6 inches of rushing water to lift a car and a person can drown in less than 2 inches of water. Keep yourself and your loved ones safe by staying out of the water – rushing water is powerful; don't underestimate the speed and power of a flash flood! Be ready to protect your belongings by moving them away from water or putting them in plastic tarps or garbage bags.

These basic skills can help keep you and your family safe. Remember: preparedness is not about disasters. It's about who you are committed to being for your family and community in emergencies. Be sure to share these key points, and all preparedness, as a positive, empowering conversation. Never use fear or threat messages to "motivate" behavior!

Hazardous Materials Release:

Stay **Up Hill, Up Wind, Up Stream** and otherwise out of the path of the hazard. Safely discard old paints, chemicals, solvents and cleaners – they are a toxic accident waiting to happen. Keep ammonia products separate and away from chlorine bleach products – mixed together they can be lethal. Learn how to "shelter-in-place" so you'll know how to stay safe even if evacuation is not possible or preferable.



Power Outages:

When you lose electrical power – don't lose your power to get in or out of your home or office. Know how to manually open doors, gates and operate lifts, etc. Don't get trapped in or out of where you want to be. Never use candles or open flames – use flashlights, natural light and light sticks. Generators, battery backups, and car battery converters can help you keep food and medication safe, and provide for computers, radios, etc.

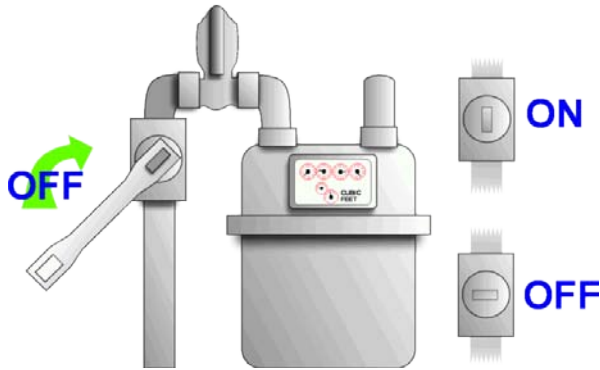
Terrorism:

Terrorism in all forms (including bio-terrorism) is not new. There are documented cases of bio-terrorism dating back hundreds of years. Our awareness of being a potential target and having these threats as a public conversation is what's new. The purpose of terrorism is to terrorize – "To fill or overpower with terror; terrify; to coerce by intimidation or fear." There are costs to living scared. Our mental, physical and emotional health, our quality of life and our economy all suffer in a climate of fear. **Take small steps to walk the world feeling safe and prepared.**



SOURCE: www.thefreedictionary.com 6/17/2009

Shutting off utilities after a disaster can be lifesaving – sometimes. Know **HOW** to shut off your gas, water and electricity – but be sure you also know **WHEN** to do it. To be sure you can find them, physically go to each shutoff before you need it and see how yours work. You may want to post a sign to make it easier to find and shut off.



Gas shutoff is easier with a specialized wrench – keep one AT your gas shutoff valve. Simply turn the wrench as shown – so that the bar on the valve goes **ACROSS** the pipe to turn it off.

ONLY SHUT OFF YOUR GAS IF YOU HAVE A REASON!
You cannot and **SHOULD NOT** try to turn it back on.

SEE IT



Spinning Dials
Shimmering Leak

HEAR IT



Hissing Leak

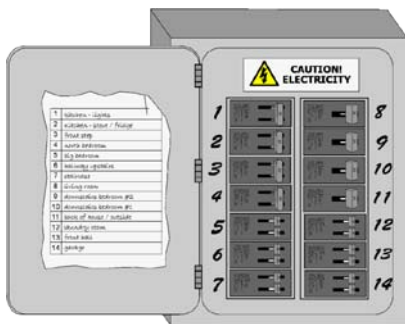
SMELL IT



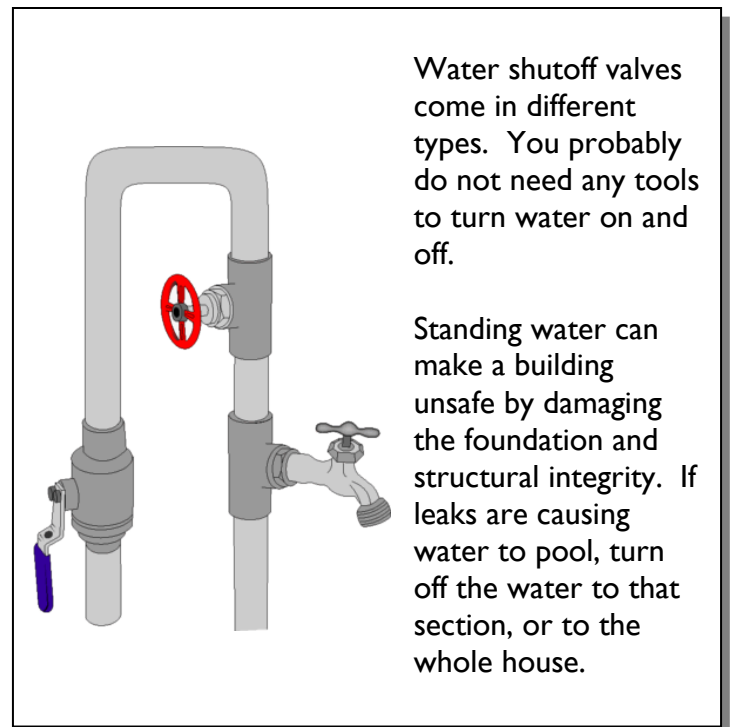
Chemical:
Mercaptan

REMEMBER: DO NOT TURN YOUR GAS BACK ON!

Only your gas company can do so safely.



If exposed wires or other damage is causing electrical sparks, shut off your electricity at the circuit breaker. **ONLY IF** it is safe to do so, you can turn a blown circuit back on – follow the instructions inside your circuit breaker box.



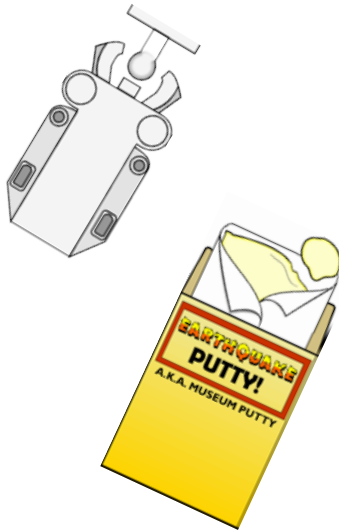
Water shutoff valves come in different types. You probably do not need any tools to turn water on and off.

Standing water can make a building unsafe by damaging the foundation and structural integrity. If leaks are causing water to pool, turn off the water to that section, or to the whole house.

Nonstructural Hazard Mitigation – also called hazard reduction – refers to all of the ways most people can make a home, office or any space physically safer – without hiring a professional.

There are many benefits to Hazard Mitigation. Reducing hazards:

- increases your own physical safety
- increases physical safety for employees
- creates safer environment for clients
- provides protection for data and information
- makes safety visible and tangible
- provides protection for equipment and material
- encourages continuity of your business or service
- encourages order, reduces clutter
- addresses “reasonable care” liability issues

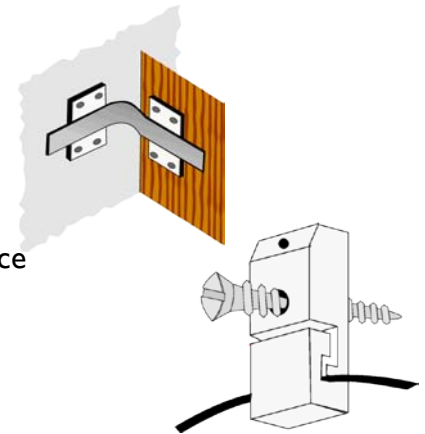


Cabinet Latches
 protect fingers & toes from broken glass

Straps
 brace heavy furniture and large items in place

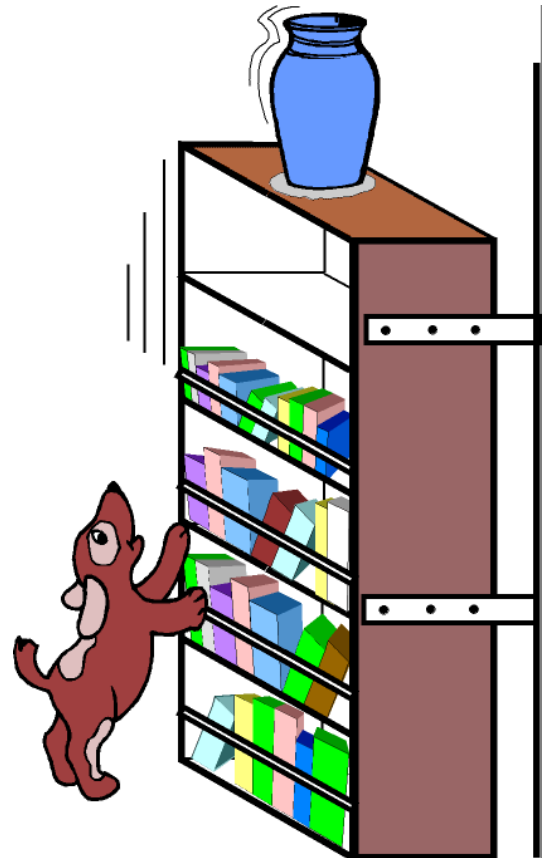
Safety Hooks
 stop pictures, clocks, mirrors from falling

Earthquake Putty
 holds delicate items in place



Learn for opportunities to make a room safer:

- Bolt heavy cabinets, bookshelves, furniture to studs
- Strap computers, fax, equipment to desks or tables
- Clear exits, pathways and earthquake-safe spaces
- Fasten breakables to walls/shelves with museum wax
- Lower heavy items to bottom shelves
- Remove fire and chemical hazards
- Install smoke alarms, fire extinguishers, cabinet latches
- Label fire exits, safety supplies



What we've learned from experts and from teaching in the community:

It matters what children see. Graphic news footage of death, violence and other fear inspiring images are damaging to children.

Children experience much of the disaster through the reactions and experiences of the adults and people around them. EXAMPLE: If a child experiences a house fire and what they hear from their parents is “we’ve lost everything”, “we’re cursed”, or if they witness their parents risking life and limb to save material possessions, blaming others or questioning their faith – that is their experience. By pointing out the positives – the bravery of the rescuers, the generosity of the volunteers, expressions of gratitude that they are safe, how you are all going to make the best of this and that everything will all work out – you make that their disaster experience.



Optimism is a learned behavior. Disaster preparedness is an excellent way to share family values and to teach children how to be strong and resilient. Depending on YOUR response to the disaster, your children can experience feeling loved, protected and clear on your family’s values and future. Help children think of themselves as responders, **not victims**, by learning age-appropriate preparedness and response skills (see *Personal Preparedness: Children*).

Recovery after a disaster requires space for healing and a structure for returning to “normal”. Stress and strong emotions are, of course, natural after traumatic experiences. The important thing is to foster healing and protect children from further unnecessary distress. Limit exposure to media that focuses heavily on discussing the disaster. Have age-appropriate conversations about the experience and your and your child’s feelings. Establish routines and structure – ideally returning to familiar ones, but if need be, creating new ones.



Your choices and actions demonstrate your priorities – participate! If you want your child to know how to “Drop, Cover and Hold”, practice the skill with them to show them you consider it important. Do what you can to participate in the preparedness efforts of your child’s school other activities. For each place your child spends time, know how they will respond to keep your child safe and how you will be reunited with your child after a disaster.

Opportunities abound! You can use real events, TV shows, movies, rumors, accidents and any other situation to dispel wrong information, practice disaster skills, instill family values, and help your child to respond correctly in dangerous circumstances.

Children can begin learning useful preparedness skills at a very young age. In addition to keeping them safer, these skills can help children become more confident and develop a healthy, empowered relationship with preparedness. Adults should practice these skills WITH kids to demonstrate that everyone's safety is a priority!



Drop, Cover and Hold

In an earthquake, or if something dangerous is happening:

- **DROP** to the ground.
- Have a strong table **COVER** you.
- **HOLD** on till shaking stops.

Also practice "safety eyes": seeing safe places to drop, cover and hold in rooms you enter.



Shake, Look and Listen

After the earthquake stops, **FIRST**:

- **SHAKE** yourself gently to make sure no glass is on you - do not rub.
- While under the table, **LOOK** for an adult and **LOOK** at what has happened.
- **LISTEN** carefully for instructions.

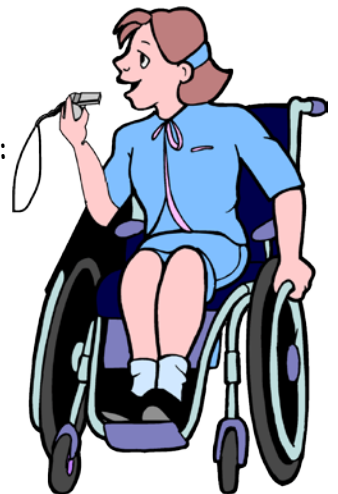
Know your trusted adults

Talk to your parents about which adults to trust.

How - and when - to call 911

If you need help, or to stop someone from getting hurt:
- **DIAL 911** -

- Answer their questions.
- Tell them your name.
- Tell them where you are.
- Tell them what has happened.
- Follow their instructions.



Packing Your Go-Kit

You can help pack your own Go-Kit! You might like to add these things:

- Some favorite books or toys - something small and fun for one person.
- Games or toys for more than one person, like playing cards.
- Paper and pens, pencils or crayons.

Make sure that the clothes in your Go-Kit still fit you!

From *Personal Emergency Preparedness*

Seniors often have special needs in preparedness and response – although of course, “seniors” refers to a huge range of diverse people with diverse situations. Here are four useful steps for almost anyone:



Have a Buddy you speak to every day. It can make a big difference in being and feeling safe to know that someone is going to check on you every day – and if there were ever a problem, they would notice right away.



Be sure you can stay in touch. Write down contact information for people you care about (and people who care about you). Also, pick one person (and a backup) to be your contact, and let everyone know who it will be. If you make just **ONE CALL**, s/he can let everyone know you’re okay!



Build a Go-Kit. Many of the things that can keep you safe and comfortable in an emergency are small, and often simple, low-cost items or items you already have. Even if you don’t have every single item, put small, useful things in a small bag that you can pick up and carry at a moment’s notice.

(See *PERSONAL PREPAREDNESS: GO-KITS*)



Ask your family for preparedness supplies. Some supplies can be expensive. But do you ever get gifts you don’t really need or want? Ask your loved ones to give you safety and preparedness instead – it’s a gift of love to keep you safe and comfortable!



Pets are family to a lot of people, and taking care of their needs is important. Many standard supplies (ziptop bags, duct tape, markers, water) and actions (evacuation plans, recording contact information) are critical for pets, as well. Here are some additional steps you can take to keep them safer:

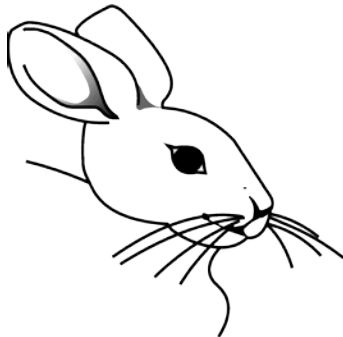


Good supplies for pets:

- Food and water
- Medications
- Medical records, including shots
- License or other legal paperwork
- Photo of your pet, with you in the picture
- Appropriate restraint items (leash, muzzle, harness – any pet may need these during a stressful, crowded emergency situation)
- Portable carriers (as large as you yourself can carry)
- Kitty litter or cage liner
- Toys
- _____
- _____



Good actions for pet owners:



- Customize your pet's collar with name and phone number(s).
- Get your pet microchipped, to help find them if they get lost.
- Put their license and rabies tag on their collar.
- Have a buddy who has access to your house in emergencies, and can be a temporary caretaker.
- Arrange a safe haven for your pet. It may not be possible to co-locate pet shelters near human shelters.
- Put up *Rescue My Pet* signs in windows.
- Pre-print LOST fliers with a photo of your pet.
- Find and map out pet-friendly businesses.
- Learn about pet-shelter plans in your area.
- Practice getting your animal in their carrier quickly.
- _____
- _____



If pets and other animals are your passion – be a champion for animal preparedness!

Why to store water.

Staying hydrated is vital for your health, comfort and ability to make good decisions. But water is also key to keeping clean (stretch your supplies a little by storing hand sanitizer for in between properly cleaning your hands). ***Just knowing water is available can also make a big difference to your mental well-being.***

Where to store water.

Store your water in a variety of places and containers. If one location suffers damage, you'll still have more elsewhere. By keeping water in your home (indoors and out), your car, your workplace, you will have access to it at almost any time. Different types of containers have different strengths and weaknesses:

- Regular drinking water bottles are easy to ration and carry. A hole will only cause a small loss, and it's easy to rotate your supplies by drinking it on a regular basis.
- 5-gallon water cooler bottles hold a huge amount and are relatively cheap.
- Water in specialty disaster packaging has a five-year shelf life – much longer than the one year for ordinary containers. It's also easy to carry, store and ration, although it costs more.

How much water to store

Experts recommend keeping one gallon per person per day in your preparedness supplies.

Alternative sources of water

If you can't store all you need, ***look for opportunities to leverage what's around you!*** There is already water in your water heater, ice cube trays, pools, toilet tank, etc. You can make water safer with specialty filters, plain bleach (8 drops per gallon, if clear), 2% iodine solution (12 drops per gallon) or boiling (1 minute of full boil). These are not guaranteed to 100% sterilize the water, but they can help.

Why to store food.

In addition to keeping you healthy, comfortable and making good decisions, food provides a valuable social ritual. ***Mealtimes are a powerful way to create structure and normalcy as part of the disaster recovery process.*** And like water, just knowing it's there can make a big difference!

What food to store.

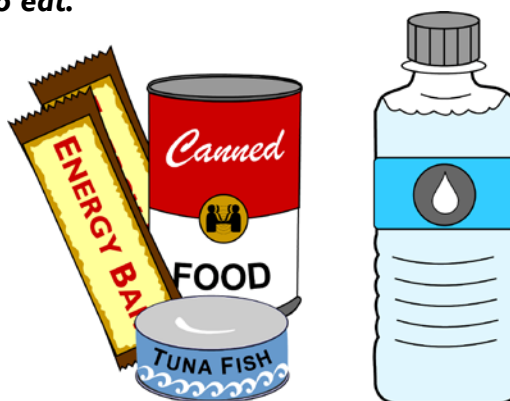
Choose non-perishable food that doesn't need cooking. Energy bars; dried fruit; jerky; peanut butter and specialty foods are all good examples. Some canned food can be eaten cold. Smaller portions are easier to share and don't make leftovers that need storing. Food packed in water is helpful, although heavy, and high-salt foods will make you thirstier. Remember to consider special needs, such as allergies, baby food, pet food, etc. Special survival food bricks last for years, but most food should be eaten sooner. You should rotate your food while it's still good – so ***choose food you'd be willing to eat.***

How much food to store.

Try to keep a minimum of one week's worth of food (per person!).

How to store food.

Keep food in multiple locations at home, as well as your car, work or other place you spend time. It will be safer and more accessible.



Having key documents available in an emergency will help you access your resources, contact your loved ones, and otherwise handle the situation with greater confidence, speed and ease.

Take time now and record vital household information. Keep one copy with your emergency Go-Kit. Keep another off the premises in a safe deposit box or a relative or friend's house outside the area. You could also store one in a safe place in your home such as a fire-resistant container (perhaps simply a water-tight plastic bag in the freezer). Have documents scanned and available electronically, if possible, and keep them on a disk or flash drive. Be sure to update the information as necessary!

Here are some of the important documents and data that you can duplicate and protect.

- Name and Social Security Number of each household member.
- School name, address and phone for each child.
- Name, address, and phone number of friends and family members.
- Name, address, and phone number of attorney, doctor, vet, and other important sources of assistance.
- Medical information: health plan numbers, allergies, medications taken, contact numbers of doctors and health providers.
- Insurance information: account/policy type and number; contact numbers (take photographs of all valuables for documentation & insurance claims).
- Deeds, wills, birth certificates, green cards, visas, work permits.
- Banking information (account type and number, contact numbers).
- Tax records for the past three years.
- Vehicle information (registration, description, insurance and VIN).
- Utility bill or other proof of residency.
- If you have limited or no proficiency in the local language:** translations of key documents and information, including emergency needs such as medication or important contacts. [For more, see **PERSONAL PREPAREDNESS: GO-KITS**]

Each of these items can help you be and feel more safe, secure and prepared, wherever you are.
Even a few supplies can make a difference!

You CAN Keep in Your Home:

- pen and paper
- cash, including coins
- duct tape
- garbage bags and zip top bags
- water and food (and specialty food)
- flashlights (various sizes)
- whistle
- clothes and shoes
- first aid kit
- radio (solar, wind-up, or battery)
- face masks and/or cloth
- lightstick
- mylar blanket(s)
- phone list
- photos: people, pets, valuables
- important documents
- pet supplies
- medication; vital support items
- hygiene kit; tissues and/or toilet paper
- A **GO-KIT** ready to carry!
-
-

You CAN Keep at Work:

- tissues (box and packets)
- water and food
- phone list
- computer: link to preparedness info
- phone: important numbers on speed dial
- Potty Posters on walls
- Potty Posters to hand out
- handouts on health and safety
- hand sanitizer
- comfortable, sturdy shoes
- POTS: Plain Old Telephone System
- SKIP Kit: light, lightstick, whistle, marker
- map of neighborhood
- pet supplies
- personal Go-Kit
- agency / business Go-Kit
-
-
-
-
-
-

Wherever you are, take a little bit of preparedness with you!

**Each of these items can help you be and feel more safe, secure and prepared, wherever you are.
Even a few supplies can make a difference!**

You CAN Keep in Your Car:

- documents (title and insurance)
- jack, spare tire, crowbar, reflectors
- road emergency kit
- maps
- cash and coins
- First Aid kit
- change(s) of clothes
- important phone numbers
- comfortable, sturdy shoes
- mylar blankets
- ziptop bags
- water and food
- gloves
- medication and medical information
- hidden spare car key
- road assistance service (OnStar, AAA)
- reflective vest
- hard hat
- GPS
- agency / business Go-Kit
-
-

You CAN Carry on You:

- cash and coins
- pocket whistle (keychain)
- pocket LED flashlight (keychain)
- cell phone (programmed)
- bandana / handkerchief
- pen and paper
- tissues
- medication and medical information
- critical phone numbers (on paper)
- water bottle
- pocketknife
- hand sanitizer
- ziptop bags
- computer jump drive (keychain)
- pocket / belt First Aid kit
-
-
-
-
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Wherever you are, take a little bit of preparedness with you!

Go-Kits are portable emergency kits you pack in advance, so that if an emergency strikes, you just pick up the kit and GO! A Go-Kit should fit your personal needs and give you the best chance to prosper in an emergency. **Here are some items you may want in your Go-Kit:**

- Water (keep several small packets rather than one large bottle)
- Food (pick things you enjoy and items that don't need to be cooked)
- Small first-aid kits/essential medications/eyeglasses/hearing aids
- AM/FM radio (with extra batteries)
- Mylar blankets (space blanket)
- Flashlight (with extra batteries)
- Lightsticks
- Whistle (loud)
- Comfortable/sturdy shoes
- Clothes (several light layers is better than heavy or bulky items)
- Garbage bags /plastic bags
- Duct tape
- Tissues/toilet paper
- Deck of cards, book or something to help pass time
- Face masks/dust mask/Bandana or cloth to cover your face
- Pocket knife /Swiss Army knife/scissors
- Copies of important papers (ID, credit cards, insurance policies, etc.)
- Cash and coins
- Pen and paper
- For People with Limited English Proficiency (LEP):* a dual-language dictionary, contact information for bilingual friends and supporters, list of agencies where native language is supported, and translated emergency information for sharing with emergency personnel.

REMINDER:

**Don't forget to make Go-Kits and evacuation plans for your pets!
And be sure to have mini Go-Kits in your car, purse or fanny pack.**

To walk the world feeling more prepared, I will:

1. _____
2. _____
3. _____
4. _____
5. _____

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