

## FAMILY EMERGENCY PLAN

A good place to begin emergency preparedness is by writing a Family Emergency Plan. Your Plan should include every member of your household – including pets!

# 10 ESSENTIAL Actions



1

Learn the threats in your area

2

Identify meeting places

- Outside your home
- Outside your neighborhood

3

Select your out-of-state contact

4

Know your evacuation routes

- Exits and alternate ways to leave home

5

Know the location of utility shut-offs

- Water
- Gas
- Electricity

6

Know the emergency policies of schools and adult-care centers

- Emergency shelter/supplies
- Transportation

7

Identify safe spots in each room to take cover, if needed

- Under sturdy tables and desks
- Against interior walls

8

Extra medications

9

Make special provisions for

- Children
- Seniors
- Pets
- People with disabilities
- Non-English speaking

10

Schedule annual disaster drills



## EMERGENCY INFORMATION

Contacts	Name	Phone Number
Local personal emergency contact		
Hospitals near:            Work		
School		
Home		
Family physician(s)		
Employer contact and emergency information		
School contact and emergency information		
Religious/spiritual organization		

## OUT-OF-STATE EMERGENCY CONTACT INFORMATION

Primary Contact	Secondary Contact
Name	Name
Address	Address
Business Phone	Business Phone
Home Phone	Home Phone
Cell Phone	Cell Phone
Email Address	Email Address

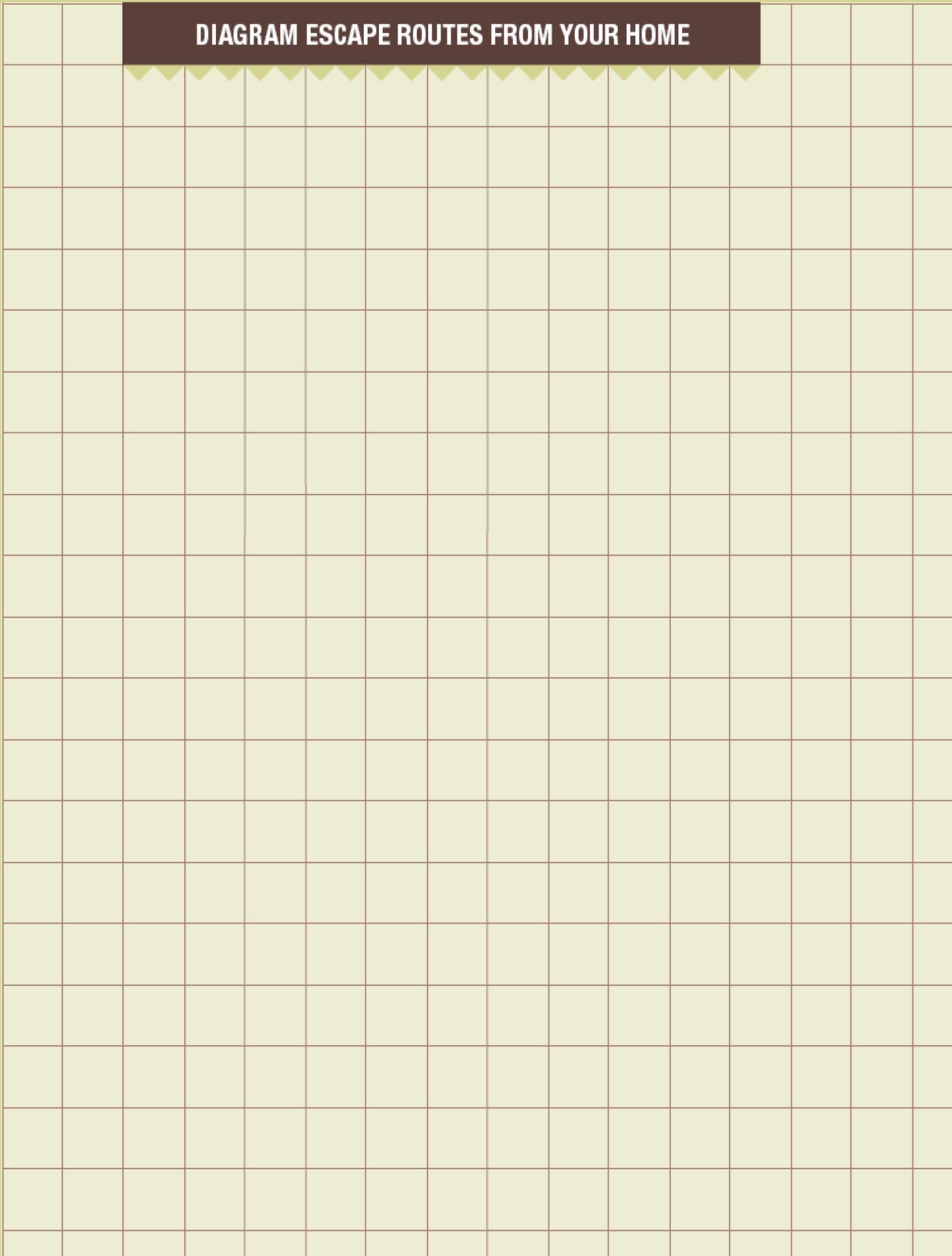
The background of the page features a close-up of a smoke detector on a textured wall on the left, and a blurred fire with bright yellow and orange flames on the right. Overlaid on this background is a diagram of a fire escape plan, consisting of several interconnected diamond shapes in various colors (yellow, orange, red) that represent rooms and exits in a home.

# FIRE ESCAPE PLAN

1. Sit down with your family and make a step-by-step plan for escaping from your home during a fire. Draw a diagram of your home.
2. Plan two ways out of every room, especially the bedrooms
3. Make sure everyone can unlock all locks and open all windows and doors quickly
4. Ensure that safety bars contain the proper device so that in an emergency, they may be easily unlocked
5. If you must escape from a second-story window, be sure you have a safe way to reach the ground. Make special arrangements for small children and people with disabilities.

For more information to help you prepare for fires, visit:  
<http://www.ready.gov/america/beinformed/wildfires.html>

# DIAGRAM ESCAPE ROUTES FROM YOUR HOME



# DIAGRAM ESCAPE ROUTES FROM YOUR HOME

A large grid for diagramming escape routes from a home. The grid is composed of 15 columns and 20 rows of squares. The top row is partially obscured by a dark brown banner with the title 'DIAGRAM ESCAPE ROUTES FROM YOUR HOME'. The grid is intended for drawing a floor plan and marking escape routes.

## INDIVIDUALS IN NEED OF SPECIAL ASSISTANCE

Be sure that your Family Emergency Plan includes the needs of all members of your household. Consider forming a neighborhood network to assist in times of emergency. Individuals in need of special support may include:

- Elderly
- Casual workers
- Pregnant women or parents with newborns
- Homebound individuals
- Non-English-speaking individuals
- Post-surgery patients
  - Individuals with no access to transport
  - People with special dietary needs

All individuals in need of special support should interpret an Evacuation Warning as an Evacuation Order and make arrangements to leave the impacted area immediately.

When considering how to prepare for emergencies, think about the people in your neighborhood and how you can work together. The first people to assist in an emergency are often your neighbors, friends and co-workers.

**NEIGHBORS,**  
not professional first responders,  
typically perform **70%** of all  
rescues in major disasters.



For more information on building emergency plans for people with disabilities, visit:  
<http://www.ready.gov/america/getakit/disabled.html>

## EVACUATIONS

### An Evacuation Warning

or Voluntary Evacuation, means that it is time to prepare to leave your home and the area. Gather your family, pets, basic needs and important paperwork and listen for instructions from emergency responders. If you have special medical needs or have limited mobility, you should prepare to leave the area when an Evacuation Warning is issued. Those with horses or large animals should also begin to evacuate.

### An Evacuation Order

or Mandatory Evacuation, is a directive from the Departments of Sheriff or Fire to leave your home or business immediately. Failure to follow an Evacuation Order may result in endangerment to the lives of others, personal injury, or death. Once you have left the area you will not be able to return until the Order has been lifted.

### An Evacuation Shelter

may be set up by the Red Cross at the request of the County if an area must be evacuated for an extended amount of time. The location for an evacuation shelter will be announced by local officials, once a safety assessment is complete and the shelter is ready to accept those affected by the evacuation.

### Shelter-in-Place

means the best place to be safe is indoors. If authorities advise you to shelter-in-place you should turn off air-conditioner and fan units, seal the gaps around windows and doors and listen to the radio for authorities to announce the threat has passed. Do not venture out of your shelter area until you are instructed that it is safe to do so.

## FLASH FLOODS

A flash flood **WATCH** means flash flooding is possible in your area.

A flash flood **WARNING** means a flash flood is occurring or will occur very soon.

If you evacuate, remember to leave information inside your home so others know where you are planning to go. Be sure to include your out-of-area contact information.

For more information to help you prepare for flood hazards, visit: <http://www.ready.gov/america/beinformed/floods.html>

## EVACUATION CHECKLIST

# 10

## ESSENTIAL Items

1

Emergency Supply Kit

2

Out-of-State Contact List

3

Cash and Credit Cards

4

Important Documents

- Social Security card
- Drivers License
- Passport
- Medical card and records
- Insurance information

5

Change of Clothing

- For each family member

6

Personal Hygiene Items

- Toothbrush & Toothpaste
- Shampoo & Soap
- Lotion
- Deodorant
- Facial and Toilet Tissue

8

Baby Items

- Diapers
- Formula
- Food
- Change of clothing

7

Family Photos

9

Special Needs Items

- Wheelchair, Canes & Walkers
- Medications
- Hearing Aids & extra batteries

10

Pet Care Items

- Identification & Immunization Records
- Carrier or Cage
- Muzzle and Leash
- Food & Water



# SCHOOL SAFETY

If you have children attending school in Santa Cruz County, it is important that you obtain a copy of the school's disaster plan and include it in your Family Emergency Plan. The most common school disasters include fires, earthquakes, crimes, bomb threats, and severe weather. The school's disaster plan should answer the following questions:

## WHO SHOULD I CALL TO KEEP UPDATED ON THE STATUS OF MY CHILD?

Name \_\_\_\_\_

Phone \_\_\_\_\_

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will my child be sheltered in place during a wildland fire or other emergency?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, do I know what precautions my school has taken to ensure my child's safety?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the school maintain a parent-provided disaster supply kit for my child?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, have I recently updated it so it is current?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the school have adequate emergency supplies on hand to care for my child?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will I be able to pick up my child, or send someone else to pick up my child?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will my child be evacuated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, do I know to what location my child might be evacuated?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If my child needs special medications, can a short-term supply of these medications be kept at the school nurse's office for use during any emergency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your child's emergency contact school information up-to-date?   |



## PUBLIC SCHOOL CLOSURES



### Before School Has Begun for the Day

If one or all schools cannot open due to unsafe road conditions or other reasons, district superintendents will declare a school closure and the school will notify local radio stations to announce planned closures. If conditions allow, district personnel including custodians, maintenance, and office staff will report to work as usual.



### Once School Has Begun

Once school has started for the day, students will remain until the regular dismissal hour or until students are checked-out by an adult listed on their emergency card. During bad weather, principals or other school representatives will remain on campus until all students have been picked up from school.

Transport coordinators for the school will notify the principal and superintendent if road conditions in the area mean that students cannot safely leave. If an earthquake or other disaster prevents parents or guardians from picking up students when school is over, students will be sheltered at the school. Schools plan for extended stays by keeping food and other supplies for students and staff onsite.



### School Evacuation

If an individual school must be evacuated due to flooding, fire, or destruction of facilities, students will be evacuated by school bus or other means to another district school site. Parents and guardians will be notified through local radio station announcements about evacuations and transfer sites where they can pick up students.

**TIP:** In an emergency, do not call the school or your child directly. Rely on official communications from school and public safety officials. These will be made through KSCO radio (1080 AM), in Spanish on Estereo Sol (99.1 FM), or through school websites.

STEPS FOR A  
WORKPLACE

## EXAMPLES

1

Recognize potential hazards and how they can impact your business operations.

- Earthquake
- Fire
- Power Outage
- Flood
- Water Damage
- Theft
- Security Risk

2

Begin to prepare a disaster and continuity plan.

- Emergency Contact list
- Key Contacts
- Vital Records
- Critical equipment
- Identify alternate work locations

3

Stockpile supplies, encourage employees to keep emergency supplies at work.

- First Aid
- Food
- Water
- Lighting
- Communications
- Tools
- Hygiene & Sanitation

4

Identify steps you can take to mitigate potential building damage.

- Talk to building owner
- Request safety inspections
- Consult Fire Marshal

5

Practice Drop, Cover and Hold On!

- Under desk
- Under a table
- Away from windows
- Stay low
- Cover neck and head

6

Once the danger has passed first check for injured people then look for serious damages to your building.

- Address life safety issues
- Address outer building safety
- Address internal building safety
- Perform more detailed building assessment
- Have a meeting place

7

Use your plan to resume business operations.

- Complete a detailed assessment of your vulnerability to hazards
- Communicate with employees and customers about your plan
- Find the resources you need to recover in your community
- Refine your Disaster Plan with Best Practices

# PREPARING YOUR CONGREGATION FOR DISASTER

Ensure your place of worship has an updated emergency plan. Decide how your place of worship will respond in a major disaster and provide training to your worship community to help you carry out your plans.

- Identify potential hazards and threats
- Prepare your buildings for a disaster
- Plan for building evacuations
- Train staff in disaster readiness and response
- Prepare to help your congregation after a disaster
- Prepare to help other members of your community
- Set up telephone calling trees
- Appoint leaders to groups of members to keep the place of worship informed of needs

For more information on preparedness and for assistance making an emergency plan, visit:

<http://www.ready.gov/america/makeaplan/index.html>



## PLANNING FOR WATER

To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it. Be sure to notice the expiration or "use by" date.

- A normally active person needs to drink at least two quarts of water each day. Children, nursing mothers, and others may need more.
- Very hot temperatures can double the amount of water needed.
- Store at least one gallon per person per day, for drinking and cooking.
- Store water in thoroughly washed plastic, glass, or enamel-lined metal containers.

Recycle self-stored water every six months.

Recycle commercially bottled water every 12 months.

# WARNING

The water stored in water heaters is **VERY HOT**. Take precautions to avoid injury!

HAVE A PLAN

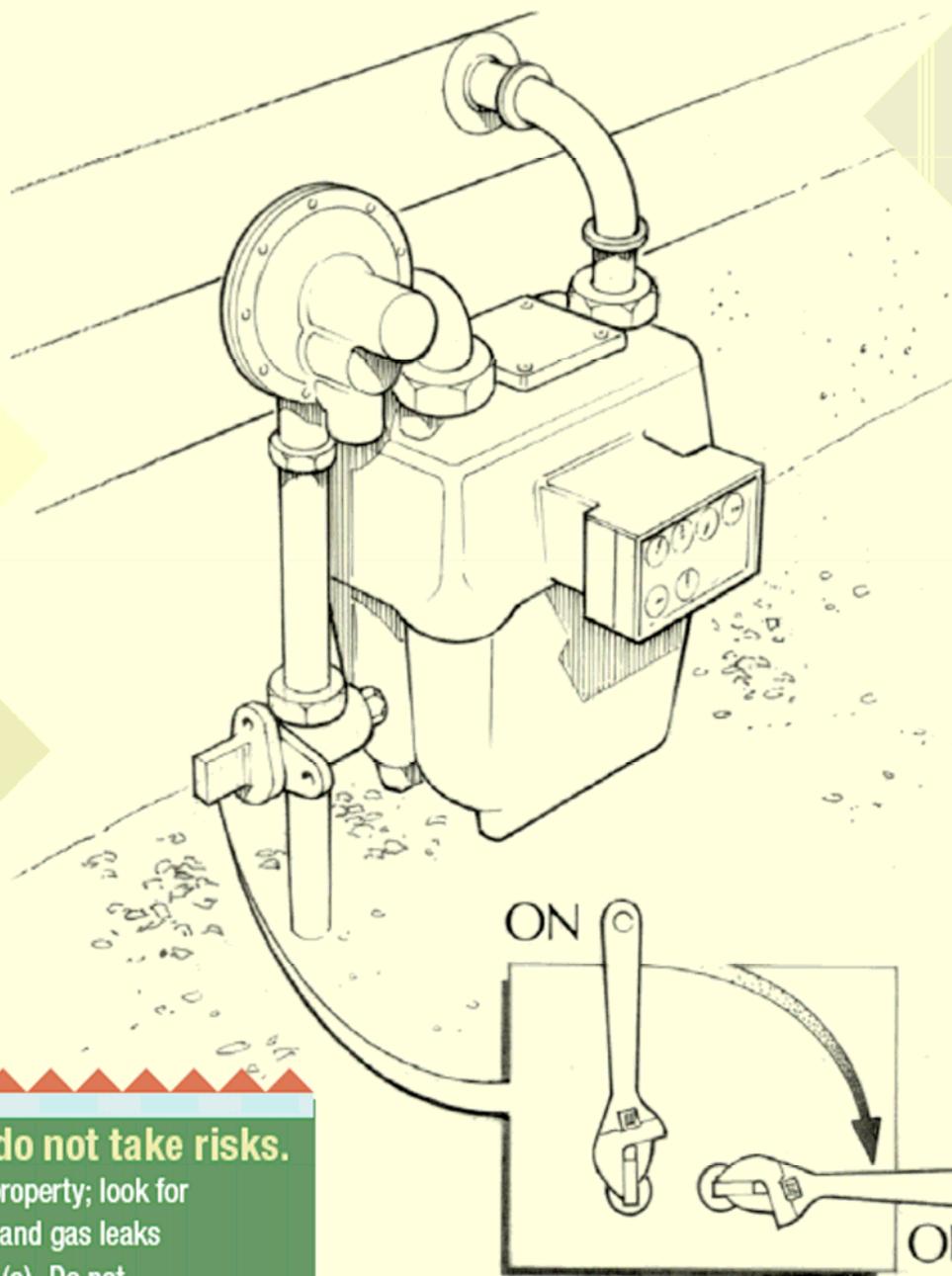
More information on storing water and food is available free of charge at:

<http://www.ready.gov/america/getakit/index.html>

# TIP

Your hot water heater can be a source of water. Turn off the power that heats the tank and let it cool. When you want water, place a container underneath and open the drain valve on the bottom of the tank.





### Think **SAFETY** and do not take risks.

Walk carefully around your property; look for downed power wires, water and gas leaks and damage to the structure(s). Do not enter severely damaged buildings, especially alone. Wait for help and use safety gear.

### GAS SHUT OFF

Learn the location of your gas meter and how to shut off the supply valve. Do not shut off the gas supply valve unless you smell or hear gas leaking. If you have "Natural Gas" (a line from the street) the main shut-off valve is located next to your meter on the inlet pipe. Use a wrench and carefully give it a quarter turn in either direction so that the bar runs crosswise on the pipe. The line is now closed. Shut off valves covered with paint should be tapped gently to break the seal; forcing the valve can break it. If you have propane (gas in a tank), turn off the main gas supply valve if it is safe to do so. To close the valve turn it to the right (clockwise).

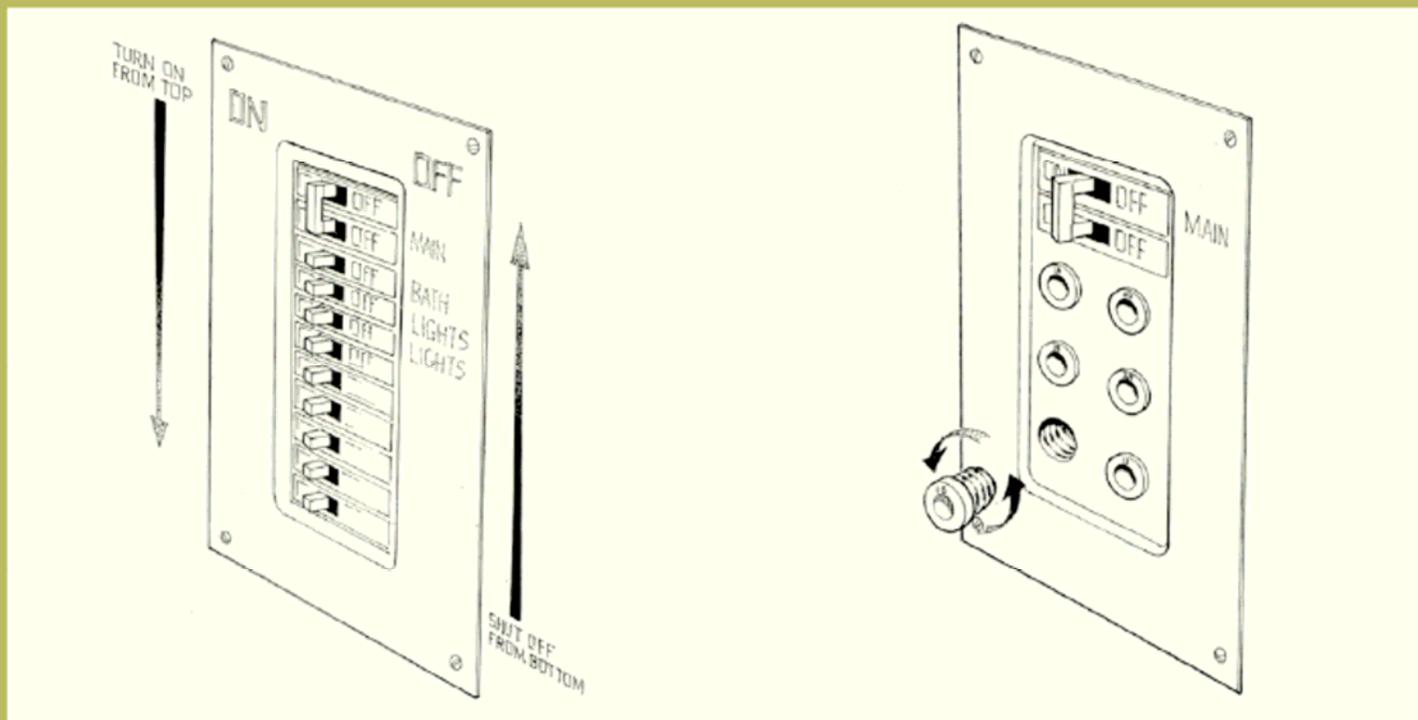
# UTILITIES



## ELECTRICITY SHUT OFF

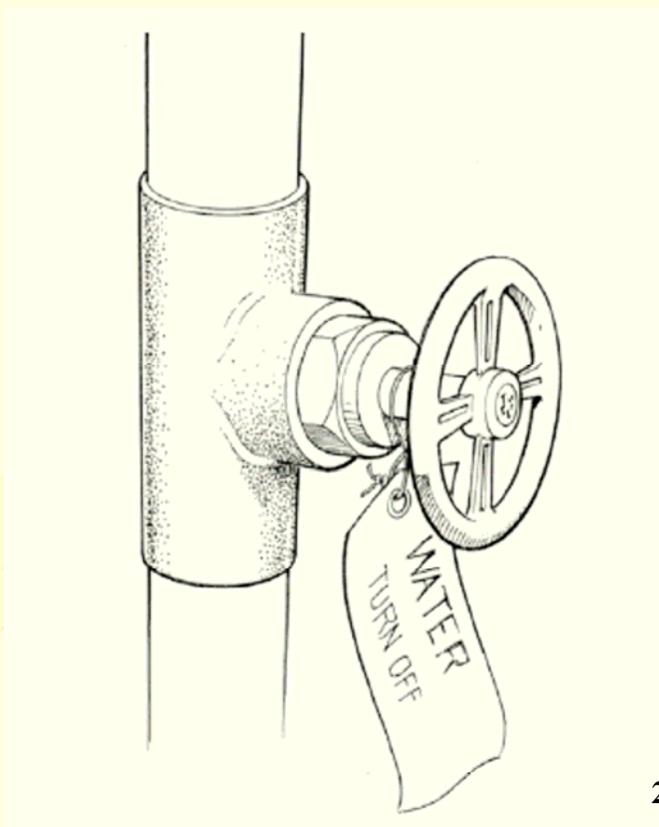
Every responsible member of your household should know where your electrical switch box is and which switch controls power to your home. This switch may be found on the circuit breaker panel or it may be separately located near the meter.

Remember - do not operate any electrical switches if a gas leak is suspected. To shut off the electricity to your home, turn off individual breakers first, then the main switch. To turn back on, turn on the main switch first, then individual breakers.



## WATER SHUT OFF

The water shut off valve is found where the water supply enters the house. Check with your water company to determine if a special tool is needed to turn the valve. Consider installing a turn off valve near your home to help with leaks or burst pipes inside. Water is essential for survival but in an emergency, may be limited or unavailable. Properly stored water is the most important part of your emergency plan.



**DIAGRAM THE LOCATION OF YOUR UTILITY SHUT-OFF VALVES; INCLUDE WATER, ELECTRICAL AND GAS.**

A large grid of graph paper for diagramming utility shut-off valves. The grid is composed of 15 columns and 25 rows of squares. The top two rows of the grid are partially obscured by a dark brown banner containing the instruction: "DIAGRAM THE LOCATION OF YOUR UTILITY SHUT-OFF VALVES; INCLUDE WATER, ELECTRICAL AND GAS." The banner has a decorative, scalloped bottom edge. The grid is intended for drawing a floor plan and marking the locations of water, electrical, and gas shut-off valves.

**DIAGRAM THE LOCATION OF YOUR UTILITY SHUT-OFF VALVES; INCLUDE WATER, ELECTRICAL AND GAS.**

A large grid of graph paper for diagramming utility shut-off valves. The grid is composed of 14 columns and 20 rows of squares. The top two rows of the grid are partially obscured by a dark brown banner containing the instruction: "DIAGRAM THE LOCATION OF YOUR UTILITY SHUT-OFF VALVES; INCLUDE WATER, ELECTRICAL AND GAS." The banner has a decorative, scalloped bottom edge. The grid is intended for drawing a floor plan and marking the locations of water, electrical, and gas shut-off valves.

Identification microchips are highly recommended for all pets. Contact your veterinarian for more information on microchipping services.

# ANIMAL PREPAREDNESS

## Dogs, Cats and Other Small Animals

Whether you are away from home for a day or a week, you'll need essential supplies for your pets. Keep items in an accessible place and store them in sturdy containers that can be carried easily (duffel bags, covered trash containers, etc.). Keep non-expired medications and food ready at all times. Be Sure All Your Pets are Clearly Identified

- Be sure all dogs and cats are wearing collars with securely fastened current identification.
- Attach the telephone phone number and address of your temporary shelter to their collar.
- If you have not identified a temporary shelter, include the name and numbers of a friend or relative well outside the impacted area.

Most disaster shelters cannot accept pets because of health and safety regulations. Service animals for people with disabilities are an exception. In a large-scale disaster, the Santa Cruz County Animal Services Authority will work to set up animal shelters in close proximity to "human" shelters in areas where the evacuation of neighborhood residents is necessary.



**TIP** Register your pet's microchip and keep the phone number of the data carrier with your important evacuation papers.

## HORSES AND LARGE ANIMALS

Emergency preparedness is important for all animals, but preparedness for horses and large animals is especially important because of their size and special transportation needs.

Horses should be evacuated as soon as an EVACUATION WARNING is issued. Do not wait for the EVACUATION ORDER. If you are unprepared or wait until the last minute, you may need to leave your animals behind. Consider these tips as you prepare your evacuation plan:

### ANIMAL EVACUATION PLAN

- Before the emergency, make arrangements to shelter your animals at two different locations far apart from each other.
- If you have large animals, evacuate when you hear the EVACUATION WARNING.
- Train horses to lead and trailer so that they become comfortable with the process.
- Keep your truck and trailer in safe, working condition (gas tank full). If you don't have a truck and trailer, make arrangements in advance to have someone evacuate your animals.
- Know who is evacuating your animals. Be sure to exchange phone numbers, California Drivers License numbers and other relevant information with the person evacuating your horse. Know where your animals will be taken.
- Network with your neighbors prior to an emergency. Work together to help horse/pet owners on your street who do not have horse trailers or who are not home during an emergency.



The County of Santa Cruz has an Emergency Response Program that includes animal control officers and volunteers trained to deal with large animals during an emergency.

If your property is under a mandatory or advisory evacuation order, call the Santa Cruz County Animal Services Authority at **831-454-7303 #1**.

If they are not available, call 911 to activate the Santa Cruz County Equine Evacuation Unit.

Visit [www.equineevac.org](http://www.equineevac.org) for more information on equine evacuation.

**TIP** Mount fire extinguishers near barn entrances and around stables for easy access in the event of a barn fire. Store hay outside the barn in a dry covered area when possible.



## RISKS TO ANIMALS AFTER THE DISASTER

Risks to animals after a fire include burned or cut paws, eating or inhaling toxic substances or residues, escaping because of downed fences or other damage, loss of shelter and shade, and a lack of water supply, power supply, and other services. Similar risks will be present after an earthquake or other disaster.

After the crisis has passed, it may be some time before you can return to your home. Even if your house is intact and you are allowed to return, the area may not be safe for your pets. Anticipate visits from inspectors and workers and make arrangements to provide your pet with a secure place where they will be safe and out of harms way.

Keep in mind that when animals return to a changed landscape, they will be upset, disoriented, and easily stressed. Try to be calm and follow normal routines whenever possible.



## LARGE ANIMAL SHELTER-IN-PLACE

Shelter-in-place means providing optimum shelter on your property for your horses/livestock if you cannot evacuate. We do not endorse the Shelter-in-Place strategy for large animals.

If you **MUST** shelter in place:

- **DO NOT TURN HORSES LOOSE** – they may return home to a burning barn. Loose horses also cause serious problems for first responders.
- Maintain adequate clearance – the County Fire Department now recommends 200 ft. clearance around your property.
- Turn horses into arena with sufficient brush and tree clearance – Your horse corral should be made with metal pipes, not PVC or wood.

Consider having the following items near the horse corral:

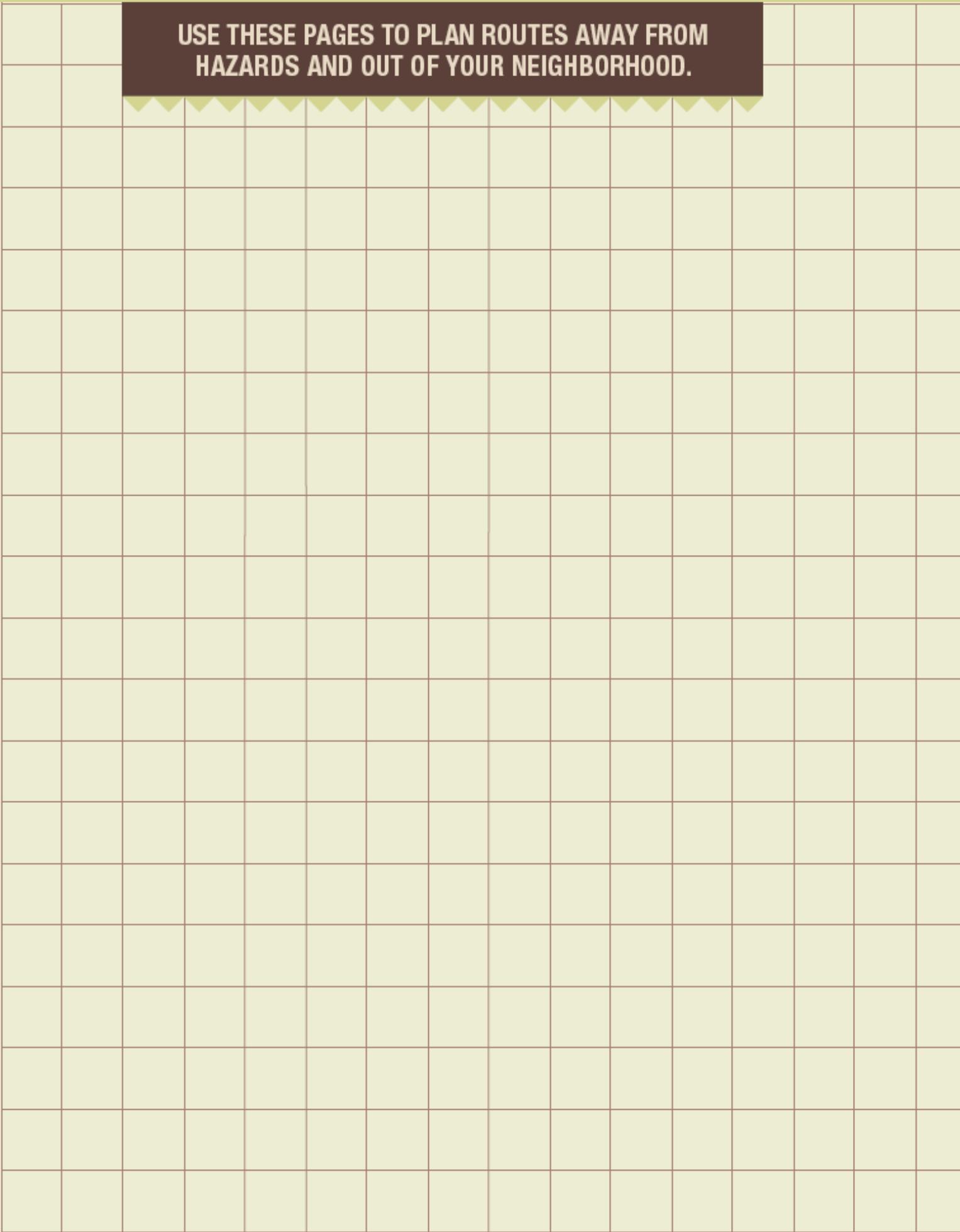
- Fire hose(s)
- Generator
- Multiple shovels placed strategically around property, axe, hoe, rake, broom, etc.
- Multiple ladders extended and placed at both ends of house and ready for use near the barn
- Portable AM/FM radio with spare batteries
- Hand-held FRS radios (walkie-talkies) and hand held scanner with spare batteries
- Masks, goggles, heavy working gloves and bandanas
- Use leather halters not nylon



**TIP**

Post important addresses & telephone numbers by your telephones in the house and in the barn.

**USE THESE PAGES TO PLAN ROUTES AWAY FROM HAZARDS AND OUT OF YOUR NEIGHBORHOOD.**



USE THESE PAGES TO PLAN ROUTES AWAY FROM HAZARDS AND OUT OF YOUR NEIGHBORHOOD.

