

Disaster Plan Worksheet

Post your completed worksheet in a conspicuous place for a quick reference by family members, guests, and babysitters. It may help save a life!



Emergency Communications Plan

Emergency Contacts

- Post these numbers next to all phones
- Review with all family members
- Carry this information in purse, briefcase, etc.

Family name: _____

Address: _____

Home phone(s): 1. _____ 2. _____

Work phone(s): 1. _____ 2. _____

Doctor: _____

Doctor: _____

Neighbor: _____

Neighbor: _____

Neighbor: _____

Our Children:

Name: _____ Age: ____ School: _____

Name: _____ Age: ____ School: _____

Name: _____ Age: ____ School: _____

Local family contact: _____

Home phone: _____

Work phone: _____

Out of Area Contact Person

Name: _____

Home phone: _____

Work phone: _____

School Plan

I have authorized these people to pick up my children from school:

The above people, as well as my spouse and children, know the family's secret password. My children have been told not to go anywhere with any person who does not know this password.

Signed: _____

Emergency Alert System

For emergency information, tune your radio to:
KGO 810 AM KCBS 740AM KNBR 680AM
Local emergency station: 530AM

Call 911 only in case of life-threatening emergency or fire.

Emergency Action Plan

- Stay calm.
- Turn on your portable radio and listen for instructions.
- Do not use the phone – except for life threatening injury.
- Locate flashlights & emergency supplies.
- Wear protective clothing.

Earthquake

- Drop, cover, hold.
- Move away from windows, bookshelves, cabinets, and exterior walls.
- Check for injuries – life threatening injuries only, call 911.
- Pay attention to damaged utilities. Shut off those utilities that are damaged.
- Check on neighbors.
- Prepare for aftershocks.
- Keep streets clear for emergency traffic.

Fire

- Stay calm – alert neighbors.
- Dress in cotton or wool pants, long sleeved shirts, goggles, and gloves.
- Carry damp towels.
- Stay out of a burning building.
- Only fight fires less than 3 feet tall.

Evacuation

- Evacuate if told by authorities.
 - Take emergency supplies.
 - If time permits:
 - take items listed in next column.
 - close windows, blinds and doors.
 - shut off damaged utilities.
- Lock doors and windows when leaving.

If time permits, leave a note on the inside of your front door, to let people know you have evacuated.

Evacuation Plan

If you were told to evacuate, what would you take?
Personalize the following list, if you had to leave in:

5 minutes

<u>Items</u>	<u>Location</u>
• Radio	_____
• Address books	_____
• Vital medication	_____
• Emergency Supply Kit	_____
• Vital documents	_____
• Business/computer records	_____
• Damp towel for the smoke	_____
• Pets	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

60 minutes

<u>Items</u>	<u>Location</u>
• Photo Albums	_____
• Vital documents	_____
• Business records	_____
• Financial records	_____
• Stocks and bonds	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

If you have a car or truck

<u>Items</u>	<u>Location</u>
• Family Heirlooms	_____
• Clothing	_____
• Computer	_____
• Original Art	_____
• Pet Supplies	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

Emergency Supplies Plans

- We have food for family and pets for 3 days.
- We have a minimum of 2 gallons of water per person per day for at least 3 days. The more water you can store, the better off you will be.
_____ people in household x 2gals = _____ gals.

I know where I have:

- Cash and coins.
- First aid items.
- Flashlight, radio, tools, & sanitation supplies.
- We store camping gear in one place. Tent, lantern, sleeping bags, and a stove can double as emergency equipment; if possible, store it with your other emergency supplies.
- We have car and workplace mini-survival kits.
- We have additional supplies in:

Maintenance Plan

Every 6 months:

- Check and replace as needed: batteries for flashlights, smoke detectors, radio, etc.
- Review family plans.
- Conduct a fire drill.
- Rotate water supply.

Dates to check

Every year:

- Rotate canned goods.
- Update school release forms.
- Replace emergency medications.
- Review the Workbook.

Every 2 years:

- Update personal property inventory.
- Update insurance policies.

Every 3 years:

- Replace non-fat dry milk.
- Replace freeze-dried foods.

Fire Hazard Mitigation Plan

Protecting lives from fire

- We have at least one A-B-C fire extinguisher.
- We keep fresh batteries in our smoke detector(s).
- We do not overload our electrical sockets.
- We store flammable liquids in airtight containers away from ignition sources such as pilot lights.

Landscaping against fire

- We have cleared our property of excess and dead vegetation and highly flammable plants.
- We have trimmed branches that hang over our home.
- We trim grass and vegetation at least 30 feet around our home.
- We have garden hoses connected to outside faucets.
- We store firewood away from our house.

Home maintenance

- Our house numbers are large and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire retardant. We keep leaves and debris out of our rain gutters.

Earthquake Mitigation Plan

Surviving the event

- My family and I have read the information on earthquake preparedness in the workbook.

Home preparedness

- We keep mini-survival kits in our cars and workplaces.
- We have attached the necessary tools to the utility shut-off valves.
- We have done a home hazard hunt and corrected hazards we found.