

# USF: READY

— A HOUSEHOLD —  
PREPAREDNESS GUIDE



UNIVERSITY OF SAN FRANCISCO

Department of Public Safety

**INTRODUCTION..... 2**

- Please read this guide carefully .....2

**EMERGENCY PREPAREDNESS  
ADVICE FOR YOU AND YOUR  
FAMILY ..... 2**

- Household Disaster Plan Checklist.....2
- Go Bag Checklist.....3
- Emergency Supply Checklist.....3

**GENERAL EMERGENCY  
RESPONSE ..... 4**

- Shelter-in-Place ..... 4
- Evacuation..... 4
- Disaster Sheltering ..... 4
- Utilities Disruptions.....5
- Water and Sewer-Related Problems .....5
- If There is a Power Outage.....5

**HAZARD-SPECIFIC  
INFORMATION ..... 6**

- Earthquakes.....6
- Building Collapses or Explosions.....7
- Fire.....7
- Carbon Monoxide.....8
- Extreme Heat .....8
- Weather Disasters.....9
- Infectious Diseases .....11
- Hazardous Materials or Chemical Spills .....11

**PANDEMIC INFLUENZA.....12**

- What You Need to Know ..... 12
- Challenges and Preparation..... 13
- Prevention and Treatment.....14
- Pandemic Preparedness Checklist .....14

**TERRORISM .....15**

- Know the Facts and Be Responsible..... 15
- Explosions ..... 15
- Biological Attacks ..... 15
- Chemical Attacks..... 15
- Radiological Attacks ..... 15
- Suspicious Packages or Letters..... 16
- If You Receive a Bomb Threat ..... 16

**INFORMATION FOR YOU  
AND YOUR LOVED ONES.....17**

- Seniors and People with Special Needs ..... 17
- Other Things You Can Do to Prepare Your Household for Emergencies..... 17
- Mental Health ..... 17
- Parents and Families ..... 18
- Tips for Pet Owners ..... 18

**PUBLIC TRANSPORTATION  
PREPAREDNESS.....19**

- Stay as Calm and Quiet as Possible..... 19
- Think Before You Pull the Emergency Handle..... 19

**HOW YOU CAN HELP .....19**

- Become a Volunteer..... 19
- More Resources ..... 19
- Make a Donation.....20

**EMERGENCY RESPONSE  
PLAN.....20**

## INTRODUCTION

The University of San Francisco is working hard to prepare for emergencies to keep the USF Community safe. In addition to USF, other community partners are preparing as well. These include hospitals, business, and other community organizations.

Although the University can respond to disasters, only you can prepare yourself and your household for emergencies. With the help of this guide, you can see how easy it is to prepare.

*USF Ready: A Household Preparedness Guide* describes many of the most common emergencies that we could face and provides important information on how to best prepare and respond to these incidents. By following these suggestions, you can better prepare your household.

### PLEASE READ THIS GUIDE CAREFULLY

Keep the *USF Ready: A Household Preparedness Guide* close at hand. Share the information with family, friends, and neighbors.

## EMERGENCY PREPAREDNESS ADVICE FOR YOU AND YOUR FAMILY

Emergency preparedness does not need to be a difficult task. It is easy and inexpensive!

Go over the checklists below with your household to determine how you can take control of an emergency.

- Check and update your kits when you change your clocks during daylight savings times and replace any expired items.
- Make sure kits are complete and ready to go.

### HOUSEHOLD DISASTER PLAN CHECKLIST

#### What to Have

With your household, develop a disaster plan that outlines what to do, how to find each other, and how to communicate in an emergency.

Establish a reunification location for your household to meet following a disaster. It is important to identify two locations: one right outside your home and a second at a neighborhood location such as a library, community center, or place of worship.

- Make sure everyone knows the address and phone number of your second meeting place.
- Know and practice all possible exit routes from your home and neighborhood.
- Designate an out-of-state contact who household members can call if separated during a disaster. If the phone circuits in your area are busy, this contact may be an important way to communicate between household members. Long-distance calls tend to be easier to make than local ones immediately following an incident.
- Plan for the needs of everyone in your household, especially infants, seniors, people with special needs or medical conditions, and non-English speakers.
- Ensure that all members have a copy of your household disaster plan.
- Practice your plan.
- Familiarize yourself with emergency plans for workplace, school, child's school or daycare, and other relevant institutions.

## GO BAG CHECKLIST

### What to Have

Every household should consider assembling a “Go Bag.” This bag is a collection of items you may need in the event of an evacuation. Each household member’s Go Bag should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. A Go Bag should be easily accessible in the event you have to leave your home in a hurry. Make sure it is ready to go at all times throughout the year. **Also see *Evacuation, page 5.***

- Copies of your important documents in a waterproof and portable container. These include: insurance cards, birth certificates, deeds, photo IDs, proof of address, etc. Consider scanning some documents and storing them on a secure storage device or in the cloud.
- Extra set of car and house keys.
- Credit and ATM cards and cash. Cash should be kept in small denominations, and it is recommended you keep at least \$50-\$100 on hand.
- Bottled water and non-perishable food such as energy or granola bars. Be sure to have a rotation plan for your food and water to replace prior to expiration.
- Flashlight, battery-operated AM/FM radio, and extra batteries. You can also purchase wind-up radios that do not require batteries.
- Medication for at least one week and other essential personal items. Be sure to replace medications before they expire. Keep a list of the medications each member of your household takes, their dosages or copies of all your prescription slips, and your doctor’s name and phone number.
- First-aid kit.
- Sturdy, comfortable shoes, lightweight raingear, and a Mylar blanket to provide protection from the elements.
- Childcare supplies or other special needs items.
- Contact and meeting location information for your household. Include a small regional map.

## EMERGENCY SUPPLY KIT CHECKLIST

### What to Have

Keep enough supplies in your home to survive on your own for at least three days and up to seven. If possible, these materials should be kept separate from your Go Bags in an easily accessible container or other location. All members of your household should understand that these supplies are for emergency use only and not for day-to-day use. It is important to remember that most households already have these items. **Also see *Shelter-in-Place, page 4.***

- One gallon of water per person per day for drinking. Three gallons of water per person per day may be used for drinking and minimal hygiene.
- Non-perishable, ready-to-eat canned foods and a manual can opener.
- First-aid kit, medications, and prescriptions.
- Flashlight, battery-operated AM/FM radio, and extra batteries.
- Whistle.
- Water filtration such as a camping filter, ultraviolet purifier, iodine tablets, or one quart unscented bleach. Bleach is for disinfecting water only if directed to do so by health officials. Include an eyedropper to add bleach to water.
- Personal hygiene items: soap, toothbrush and tooth paste, feminine hygiene products, etc.
- Sturdy shoes, heavy gloves, warm clothes, Mylar blanket, and lightweight raingear.
- Extra fire extinguisher.
- Phone that does not rely on electricity.
- Childcare supplies or other special needs items.
- Additional supplies and tools.

## GENERAL EMERGENCY RESPONSE

Responding to an emergency can be easier if you plan ahead.

**Your first plan should be to shelter-in-place. Evacuate immediately when you:**

- Are directed to do so by an emergency official
- Are in immediate danger

### SHELTER-IN-PLACE

When evacuation is neither appropriate nor possible, you may be asked to stay where you are currently located. Sheltering-in-place is an effective way to protect yourself and your family in a wide range of emergencies involving potentially contaminated air. However, you should only do so if directed by emergency officials.

If you are asked to shelter-in-place

- Go inside your home or the nearest appropriate facility (school, library, place of worship, etc.).
- Take shelter in a room that has few doors or windows. Ideally, a room to shelter in place should allow for at least 10 square feet per person.
- Make use of your Go Bag and Emergency Supply Kit, if available.
- Seal all doors and windows if directed to do so.
- Do not use the phone. It is important to keep the phone line free and available for emergency information and updates.
- Stay tuned to your radio or television for emergency information and updates.

### EVACUATION

In some cases, it may be necessary to evacuate your home or neighborhood. Emergency Management officials will tell you when to evacuate through the media and other methods. Evacuation is used as a last resort and only when a serious threat to public safety exists.

Be prepared to evacuate

- If there is time, secure your home. Close and lock windows and doors, and unplug appliances before you leave. Authorities will instruct you if it is necessary to turn off utilities.

- Wear sturdy shoes and comfortable, protective clothing such as long pants and long-sleeved shirts.
- Bring your Go Bag with you.
- Know your workplace, school, and child's school evacuation plan.
- Remember, evacuation routes change based on the emergency. It is important to stay tuned to local radio, television, or other external emergency broadcasts to have the latest evacuation information.

### DISASTER SHELTERING

Some emergencies may require that you leave your home and travel to an emergency shelter. Your city should have a list of shelter sites appropriate for various types of disasters. Local officials will inform you when sheltering is necessary and shelters are available.

#### Disaster sheltering guidelines

- If you can, try to seek shelter with friends or relatives outside the affected area before heading to an established disaster shelter.
- Evacuation shelters may be set up in schools, municipal buildings, and places of worship. They provide basic food and water. If possible, bring clothing, bedding, bathing and sanitary supplies, special food needs, and pre-filled prescriptions and other medications to shelters.
- Alcoholic beverages, firearms, and illegal substances are not allowed in emergency shelters.

Not all shelters accept pets, although service animals are allowed. **See *Tips for Pet Owners, page 24, if you have pets.***

- Take your Go Bag to the shelter with you.
- Cooperate with shelter managers and others in order to make a difficult situation less stressful.
- Remember, shelter sites change based on the emergency so stay tuned to local radio, television, and external emergency announcements for the latest in sheltering information.

## UTILITIES DISRUPTIONS

Utilities disruptions are an occasional inconvenience of the modern age.

If you lose phone service

- Use your cell phone or borrow one from a friend or neighbor, if possible, and call your provider to report the outage.
- If you have a cordless phone, keep in mind you may lose service during a power outage. It is a good idea to have a backup phone that does not rely on electricity.
- Keep a charger available for your cell phone in your vehicle and Go Bag.

If you smell gas

- Do NOT smoke or light lighters or matches. If the odor is very strong, do not use your phone or operate any light switches or electrical devices.
- Open windows.
- Evacuate immediately, call 911, and notify your utility company.
- Know where your gas shut off valve is located and how to turn the gas off.
- Only shut off the gas if you smell gas or hear a hissing noise.
- Never attempt to turn the gas back on yourself. Notify your utility company.

## WATER AND SEWER-RELATED PROBLEMS

- If you see water coming up from the ground or roadway, or suspect a water main break, contact your local water utility district. Be prepared to provide the following information: a description of the condition; what is being affected (street, basement, subway, etc.); the exact location of the problem; and your name, address, and telephone number.
- If you have no water or very low water pressure, call your local water utility district.
- If authorities determine that there is a concern about the quality of the drinking water, you will be advised of what actions to take. In some instances, you may be told not to use the water for cooking or drinking unless it is boiled, treated with bleach or iodine, or disinfected by other means. In extreme cases you may be told to not use the water for any reason: cooking, drinking, or bathing purposes.

- If there is a drought, authorities will advise you to conserve water. Please restrict your water use as much as possible. If the drought worsens, mandatory drought restrictions may be imposed. Conservation measures can slow the depletion rate of the stored water and potentially postpone or eliminate the threat of serious water shortages.

## IF THERE IS A POWER OUTAGE

- Call your power provider immediately to report the outage.
- Disconnect or turn off all appliances that would otherwise go on automatically when service is restored. If several appliances start up at once, they may overload the electrical circuits.
- In order to prevent food spoilage, keep the refrigerator and freezer doors closed as much as possible. Each time the door is opened, heat enters and speeds up the thawing process.
- Stay indoors if possible. Never touch or go near downed power lines, even if you think they are safe.
- Keep a battery or hand-crank powered radio on for updates on the restoration process.
- Do not burn charcoal indoors and do not use your kitchen gas range to heat rooms as this can lead to fire or a hazardous smoke condition.
- Do not use generators indoors or outside near doors and windows. Without proper ventilation they can create deadly carbon monoxide.

## HAZARD-SPECIFIC INFORMATION

The following contains information about specific emergencies that may affect various geographic locations.

### EARTHQUAKES

California, as well as other areas across the United States, are predisposed to earthquakes. Here are some tips to help you prepare, get through, and recover in the event of an earthquake.

#### Prepare Your Home

- Choose a safe place in every room—under a sturdy table or against an inside load-bearing wall where nothing can fall on you.
- Practice **DROP, COVER, AND HOLD ON** at least twice a year. Drop under a sturdy desk or table, hold on, and protect your eyes by pressing your face against your arm. If there is no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you. **Teach children to DROP, COVER, AND HOLD ON.**
- Notify your chosen out-of-town family contact of their role in your plan.
- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Take a first-aid class and keep your training current.
- Get training in how to properly use a fire extinguisher.
- Inform babysitters and caregivers of your plan.

#### Eliminate Hazards

- Bolt bookcases, china cabinets, and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.
- Teach household members how to turn off utilities.

#### Prepare a Disaster Supply Kit for Home and Car

- Have a first-aid kit and essential medications.
- Store a minimum three-day supply of canned/non-perishable food and manual can opener.
- Have at least five gallons of water per person (one gallon per day) on hand.
- Keep protective clothing, rainwear, and bedding or sleeping bags accessible.
- Have a battery-powered radio, flashlight, and extra batteries on hand.
- Special items for infants, elderly, or family members with special needs.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.
- Keep essentials, such as a flashlight and sturdy shoes, by your bedside.

#### What to Do When Shaking Begins

- **DROP, COVER, AND HOLD ON!** Move only a few steps to a nearby safe place.
- Stay indoors until the shaking stops and you are sure that it is safe to exit.
- Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during an earthquake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place. Stay in the car until the shaking stops.

## What to Do After Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for extinguish small fires. Eliminate fire hazards. Turn off the gas only if you smell gas or think that it is leaking.
- Listen to the radio for instructions.
- **Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON.**
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

## BUILDING COLLAPSES OR EXPLOSIONS

Building collapses or explosions can be the result of structural damage or sabotage. The set of rules below apply.

### If You are in a Building Collapse or Explosion

- Get out as quickly and calmly as possible.
- If you cannot get out of the building, get under a sturdy table or desk.

### If You Clean Up Debris

- Wear a dust mask, eye protection, gloves, and sturdy shoes.
- Sort debris by type (wood, appliances, etc.).
- Do not touch debris that contains utility wires.
- Do not move large or heavy debris by yourself. Ask for help from neighbors, friends, and recovery workers.

### If There is a Fire

Fires often occur after a building explosion. **See Fire, page 9.**

### If You Are Trapped by Debris

- Cover your nose and mouth with a cloth or clothing.
- Move around as little as possible to avoid kicking up dust, which is harmful to inhale.
- If possible, use a flashlight so that you may see your surroundings.

- Tap on a pipe or wall so rescuers can hear where you are located. Use a whistle if one is available. Shout only as a last resort as shouting can cause you to inhale dangerous amounts of dust.

Also see **General Emergency Response, page 4.**

## FIRE

If your smoke detector goes off or if you notice a fire, remain calm. Do not try to fight a major fire.

- If your clothes catch fire, remember **Stop, Drop, and Roll**. **Stop** where you are, **Drop** to the ground, and **Roll** over and over to smother the flames.
- If you live in a high-rise building, and the fire is not in your apartment, stay in your apartment rather than entering smoke-filled hallways.
- In high-rise office buildings, only evacuate if the fire is on your floor or the one above it. Movement should only be to the second floor below the floor in which the fire is on. Other occupants should remain on their floor and monitor the building's PA system for further instructions.
- Feel doors with the back of your hand before opening them. If they are hot, find another way out. Stay as close to the floor as possible as smoke and heat rise and the air is cooler and clearer closer to the floor. **Close doors behind you.**
- If you are unable to get out for any reason, stay near a window and close to the floor. Close the door and stuff the bottom of a towel to avoid smoke. Signal for help by waving a cloth or sheet at the window.
- Call 911 from a safe location once you are able to leave your house. Then go to your planned meeting place.
- **Do not stop to get anything.**
- **Do not use the elevator.**
- To prevent fires, keep a fire extinguisher in the house.
- Look into getting renter's insurance if you rent an apartment.

Also see **General Emergency Response, page 4.**

## CARBON MONOXIDE

Dangerous levels of carbon monoxide – a colorless and odorless gas – can be produced from improperly vented furnaces, plugged or cracked chimneys, water heaters, fireplaces, stoves, and tail pipes.

If You Suspect Carbon Monoxide Poisoning

- Leave your home.
- Call 911.
- Get any victims to fresh air immediately.
- Open windows.
- Call your local utility company.

### Carbon Monoxide Safety Tips

- Make sure all fuel-burning items (furnaces, boilers, hot water heaters, and dryers) are properly ventilated.
- If you have a working fireplace, keep chimneys clean and clear of debris.
- Never turn on your oven to heat your kitchen, or operate gas or charcoal grills, kerosene, or oil-burning heaters, in an enclosed space.
- Make sure you have a working carbon monoxide detector. Check and change batteries often.
- Recognize signs and symptoms of carbon monoxide poisoning. The most common symptom is headache. Other symptoms include dizziness, chest pain, nausea, and vomiting.

Also see **Fire, page 9**, and **General Emergency Response, page 4**.

## EXTREME HEAT

During summer months, we may be vulnerable to hazards created by hot weather. The asphalt, concrete, and metal that make up cities absorb heat and can make it difficult to cool down. This is known as the “heat island effect.” Additionally, many homes in the area are without air conditioning which may be problematic in hot summer months. **See Utilities Disruptions, page 5.**

Heat waves are particularly dangerous for children and people with special needs. Please check on your neighbors and offer them assistance, if needed.

The terms below describe the illnesses that extreme heat may cause. Heat-related illnesses can become medical emergencies if unchecked. Immediately call 911 for any heat-related emergencies, especially heat stroke.

### Heat Cramps

Heat cramps are muscular pain and spasms resulting from heavy exertion. Heat cramps are the least severe of the heat-related emergencies, but they are an early signal that the body is having trouble coping with heat and should be treated immediately with fluid and rest. Unless very severe, heat cramps do not usually require emergency medical attention.

### Heat Exhaustion

Heat exhaustion occurs when body fluids are lost through heavy sweating due to vigorous exercise or working in a hot, humid environment. Symptoms include: sweating; pale, clammy skin; fatigue; headache; dizziness; shallow breaths; and a weak or rapid pulse. Victims of heat exhaustion are tired but not confused. Heat exhaustion should be treated with rest in a cool area, drinking water or electrolyte solutions, elevating the feet 12 inches, and further medical treatment in severe cases. If not treated, the victim's condition may escalate to heat stroke. If the victim does not respond to basic treatment, seek medical attention.

### Heat Stroke

Also known as “sunstroke.” The victim's temperature control system, which produces sweat to cool the body, stops working. The skin is flushed, hot and dry, and the body temperature may be elevated. The victim may also be confused, develop seizures, and breathe shallowly, and have a weak or rapid pulse. This is the most serious heat-related illness and people exhibiting these symptoms should seek emergency medical attention.

### Follow These Tips to Stay Cool

- Stay out of the sun. When in the sun, wear sunscreen – at least SPF 15.
- Wear lightweight, light-colored, loose fitting clothing and hats that cover as much skin as possible to prevent sunburn.

- Give your body a chance to adjust to extreme temperature changes.
- Drink plenty of non-alcoholic, non-caffeinated fluids.
- Use shades or awnings.
- Consider going to air-conditioned public areas such as stores and malls.
- Never leave children, pets, or those who require special care in a parked car during periods of intense heat.

**Heat Terms**

- Find a cooling center if they are established. When the heat index is predicted to be dangerously high, some cities may open cooling centers in air-conditioned public facilities to offer people relief from the heat. Contact your local city government for more information.

<b>Heat Wave</b>	Prolonged period of excessive heat often combined with excessive humidity
<b>Heat Index</b>	Number of degrees Fahrenheit that indicates how it feels when relative humidity is factored into air temperature
<b>Heat Advisory</b>	When the heat index is expected to exceed 115°F or when it exceeds 100°F for three or more hours for two consecutive days.
<b>Excessive Heat Watch</b>	A long-term alert for excessive heat.
<b>Ozone Advisory</b>	Issued when ozone levels are expected to exceed 0.08 parts per million of ozone over an eight-hour period. People should limit their outdoor activity and those with respiratory problems should be especially careful and avoid strenuous activity.

**WEATHER DISASTERS**

Weather is monitored closely by various government agencies. Severe weather should be taken seriously as it can be dangerous to both you and your property.

**Severe Weather—Thunderstorms, Flash Flooding, Tornadoes, and Tsunamis**

**In a Thunderstorm**

- Avoid handling metal, electrical equipment, telephones, bathtubs, water faucets, and sinks because lightning can follow the wires and pipes. Be especially careful with televisions.
- If there is a severe thunderstorm, take cover immediately in a stable facility and avoid trees.

**In a Flash Flood**

Seek high ground. Never attempt to drive your vehicle through standing water even if it appears shallow.

**In a Tornado**

Go to your basement or the lowest point of your residence or an interior room or hallway without windows. If you are outdoors or cannot find shelter, take cover in a ditch or other recessed area.

**National Weather Service Terms**

<b>Severe Thunderstorm Watch</b>	There is potential for thunderstorms to form that can produce wind gusts greater than 58 mph and/or hail greater than 1 inch in diameter.
<b>Severe Thunderstorm Warning</b>	A severe thunderstorm is occurring.
<b>Tornado Watch</b>	A tornado could form in the next few hours.
<b>Tornado Warning</b>	A tornado has been reported and/or the National Weather Service radar has detected a tornado or tornadic vortex signature.
<b>Flash Flood Watch</b>	Localized flooding due to heavy rainfall is possible.
<b>Flash Flood Warning</b>	Localized flooding due to heavy rainfall is imminent.

<b>Tsunami Watch</b>	A tsunami was or may have been generated, but is at least two hours travel time to the area under watch status.
<b>Tsunami Warning</b>	A tsunami was or may have been generated, which could cause damage. People in the warned area are strongly advised to evacuate.
<b>Freezing Rain Advisory</b>	Minor accumulation of ice due to freezing rain is expected.
<b>Winter Weather Advisory</b>	A minor accumulation of snow, sleet, and freezing rain is expected.
<b>Snow Advisory</b>	Accumulations of 1-4 inches are expected within a 12-hour period.
<b>Blizzard Warning</b>	Strong winds, blinding driven snow and dangerous wind chill are expected in the next several hours.
<b>Winter Storm Watch</b>	Significant accumulation of snow and/or ice is possible within 36 hours.
<b>Winter Storm Warning</b>	A storm with six or more inches of snow/sleet/freezing rain within a 24-hour period is expected.

### Tsunamis

- The Pacific Tsunami Warning Center (PTWC) is responsible for providing warnings to international authorities, Hawaii, and US territories within the Pacific Basin.
- All tsunamis are potentially dangerous. Although the California coastline is vulnerable, tsunamis affecting California are infrequent.
- Understand the hazard and learn how to protect yourself.
- Evacuation is key. Be familiar with the tsunami warning signs:
  - ✓ A strong earthquake lasting 20 seconds or more near the coast may generate a tsunami.
  - ✓ A noticeable rapid rise or fall in coastal waters is also a sign that a tsunami may be approaching.
- Learn about the tsunami risk in your community by contacting your local emergency management office or the American Red Cross.

***If you are asked to evacuate, please do so immediately and remember your Go Bag!***

### Some Measures to Assist You in Weathering Major Storms

- Shutter or board windows.
- Secure outdoor objects such as lawn furniture or garbage cans that could blow away and cause damage or injury.
- Never touch or go near downed power lines, even if you think they are safe.

### During Severe Weather

- Dress appropriately for weather conditions.
- Stay updated by watching TV or listening to the radio. The National Weather Service broadcasts forecasts, warnings, and other information 24 hours a day. Special weather radios are available at local retail stores.
- Monitor weather utilizing phone apps.

### Winter Weather

Dangerous winter weather includes storms and blizzards. These can involve a combination of heavy snow, ice accumulation, and dangerous wind chills.

- Dress warmly and stay dry
- Wear hats, scarves, layers, and water-repellent coats. Wear mittens instead of gloves as they are warmer.
- Make sure small children – especially babies – stay warm as infants can easily become hypothermic under conditions that may not impact adults the same way.

### Cover Your Mouth

Protect your lungs from extremely cold air by covering your mouth when outdoors.

### Avoid Overexertion

Take your time while shoveling snow or other strenuous activity. Stretch before you go out and drink plenty of non-alcoholic, non-caffeinated fluids.

### Car Safety

Be sure to clear snow from the tail pipe before you start your car to prevent carbon monoxide poisoning. **Also see Carbon Monoxide, page 9.**

## Safe Heating

Many fires and emergencies are caused every year from unsafe heating practices. Call your local utility company for an inspection if you are unsure whether your heat source is safe.

- If you do not have heat, contact your building owner. If heat is not restored, contact your local Department of Housing.
- Fuel-burning items (furnaces, boilers, hot water heaters, and clothes dryers) should be working, ventilated and regularly inspected by a professional to prevent unintentional carbon monoxide poisoning.
- Electric heaters should be used with extreme caution. These heaters may cause shock, fire, and burns if used improperly.
- Materials should be kept at least three feet from a heater's heat source to prevent fire.
- Gas ovens and burners should never be used to heat your home.

## INFECTIOUS DISEASE

Infectious diseases may appear at any time. Below are tips to help prevent the spreading of these diseases.

- **Avoid close contact.** Avoid close contact with those who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- **Stay home when you are sick.** If possible, stay home from work, school, and errands when you are sick.
- **Cover your mouth and nose.** Cover your mouth and nose with a tissue when coughing or sneezing. If a tissue is not available, cough or sneeze into the crook of your elbow.
- **Avoid touching your eyes, nose, or mouth.** Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth.
- **Clean your hands.** Washing your hands often will help protect you from germs. Good hand washing includes the following steps:
  - ✓ Wet hands with warm water
  - ✓ Apply a generous amount of soap and lather hands well
  - ✓ Rub hands together for 20 seconds, paying attention to the areas between fingers and under nails.
  - ✓ Rinse hands thoroughly with warm water.

- ✓ Dry hands with a disposable towel to turn off the faucet and open the door.
- ✓ Instances to cleanse your hands include, but are not limited to:
  - *After touching anything you think may be contaminated with body fluids of others.*
  - *After coughing or sneezing.*
  - *Before and after using the toilet.*
  - *Before and after meals and snacks.*
  - *Before preparing food.*
  - *Before and after smoking cigarettes.*
  - *When arriving home.*
  - *Before and after work.*

## HAZARDOUS MATERIALS OR CHEMICAL SPILLS

We use hazardous materials in our homes and businesses every day. Small spills in public may occasionally occur, but these incidents generally cause the public little difficulty. In the event of a major spill, authorities will instruct you on the best course of action; however you should follow the precautions listed below.

### General Guidelines

- Stay upwind of the material if possible.
- Seek medical attention as soon as possible if needed.
- If there is a hazardous material event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter-in-place. **Also see Shelter-in-Place, page 4.**
- If exposed, remove your outer layer of clothes, separate yourself from them, and wash yourself.
- In some circumstances, after being exposed to hazardous materials, it may be necessary to be "decontaminated." Specially trained emergency personnel will perform decontamination procedures, which may include the removal of personal items and cleaning of exposed areas of the body. Medical attention will be provided, if necessary.

# PANDEMIC INFLUENZA

This information is designed to help you understand the threat of a pandemic influenza outbreak in your community and country.

It describes actions that you may take in preparing for a pandemic. Each individual family should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help mitigate the impact of an influenza pandemic in your community.

## WHAT YOU NEED TO KNOW

An influenza pandemic is a widespread outbreak of disease that occurs when a new virus appears that people have not been exposed to previously. These pandemics are different than previous seasonal outbreaks. Seasonal outbreaks are caused by viruses to which the population has been previously exposed. The yearly influenza vaccines are available to mitigate the potential impact of these seasonal outbreaks. Pandemic influenza outbreaks spread easily from person to person and can cause serious illness due to a population's lack of immunity to this novel virus.

It is difficult to predict when and where the next influenza pandemic will occur or how severe it will be. However, the effects of a pandemic can be lessened if preparations are made ahead of time.

Pandemics may come and go in waves with each wave lasting for months at a time. During these waves, everyday life may be disrupted due to closures of basic services. Schools, businesses, public transportation, and health care may all experience either a closure or a disruption in services. An especially severe influenza pandemic could lead to high levels of illness, death, social disruption, and economic loss.

## A Historical Perspective

Over the last 100 years, there have been four main influenza pandemics. The 1918 Pandemic was especially severe and still serves as the model of how devastating a potential pandemic can be.

1918-1919	Most severe, caused at least 500,000 US deaths and up to 40 million worldwide
1957-1958	Moderately severe, caused at least 70,000 US deaths and 1-2 million deaths worldwide
1968-1969	Least severe, caused at least 34,000 US deaths and 700,000 deaths worldwide
2009-2010	Least severe, caused at least 12,500 US deaths and 18,500 deaths worldwide

## Importance and Benefits of Being Prepared

When a pandemic begins, all populations around the world may be at risk. The United States works closely with other nations and the World Health Organization to strengthen the systems in place to detect influenza outbreaks that may cause a pandemic. Because a pandemic would potentially touch every aspect of society, all aspects have begun preparing. Local, tribal, and state governments are developing, testing, and improving their pandemic influenza plans. Additionally, businesses, schools, universities, and other community organizations are preparing plans as well.

As you begin your household planning, you may want to review your state's planning efforts as well as those of your local public health and emergency management offices. Many state plans, as well as other important planning information, may be found at [www.flu.gov](http://www.flu.gov).

The Department of Health and Human Services and other federal agencies are providing funding, advice, and other support to your state. The Federal Government will also provide the most current information on guidance to the public in the event of a pandemic.

## Seasonal Influenza versus Pandemic Influenza

Seasonal Influenza	Pandemic Influenza
<b>Caused by influenza viruses that are similar to those currently in the population</b>	Caused by a new strain that the population has not been exposed to before. It is likely to be more severe, affect more people, and cause more deaths than the seasonal influenza due to a lack of previous immunity.
<b>Symptoms include fever, cough, runny nose, and muscle pain. Death can be caused by complications, such as pneumonia</b>	Symptoms similar to the common flu but may be more severe and complications more serious
<b>Healthy adults usually are not at risk for serious complications. The very young, elderly, and those with certain underlying health conditions are at increased risk for serious complications</b>	Healthy adults may be at increased risk for serious complications
<b>Generally causes modest impact on society (encouragement of people who are sick to stay home, etc.)</b>	A severe pandemic could change the patterns of daily life for some time. People may choose to stay home to keep away from others who are sick. Additionally, people may need to stay home to care for ill family members and loved ones. Public gatherings may be limited and other basic services could be disrupted

## CHALLENGES AND PREPARATION

As you prepare your plan, it is important to think about the challenges that you may face, particularly in the event of a severe pandemic. The following are situations that may present themselves during a severe pandemic. Also included are potential ways to address these situations. A checklist has been included to help assist in your preparation.

### Social Disruption may be Widespread

- Plan for the possibility that usual services may be disrupted. These could include services provided by hospitals and other healthcare facilities, banks, stores, schools, restaurants, government offices, etc.
- Prepare backup plans in the event public gatherings, such as worship services and volunteer meetings, are canceled.
- Consider how to care for those with special needs in the event the services they rely on are not available.

### Being Able to Work may be Difficult or Impossible

- Find out if you can work from home.
- Ask your employer about how business will continue during a pandemic.
- Plan for the possible reduction or loss of income if you are unable to work or your place of employment is closed.
- Check with your employer about leave policies.

### Schools may be Closed for an Extended Period of Time

- Help schools plan for pandemic influenza. Talk to the school's nurse or the health center. Discuss the possibility of an extended closure with teachers, administrators, and parent-teacher organizations.
- Plan home learning activities and exercises. Have materials, such as books, on hand. Remember to play for recreational activities that your children can do at home.
- Consider child care needs.

### Transportation Services may be Disrupted

- Think about how you can rely less on public transportation in the event service is interrupted during a pandemic.
- Prepare backup plans for taking care of loved ones who are far away.
- Consider other ways to get to work or work from home, if possible.

### People Will Need Advice and Help at Work and Home

- If you are a manager, think about what information the people in your workplace will need. This information may include information about insurance, leave policies, working from home, possible loss of income, and when not to come into the office if sick.
- Meet with your colleagues and make lists of things that you will need to know and what actions can be taken in the event of a pandemic.
- Find volunteers who may want to help people in need in your neighborhood, such as elderly neighbors, single parents of small children, or others without the resources to get the medical help they will need.
- Identify other information resources in your community such as mental health hotlines, public health hotlines, or electronic bulletin boards.
- Find support systems of people who are thinking about the same issues as you. Share ideas.

### Be Prepared

Stock a supply of food and water. **For a pandemic situation, the Centers for Disease Control and Prevention recommends being prepared to stay at home for a minimum of 10 days.** During a pandemic you may not be able to get to a store, and even if you are able to get to one, it may be out of supplies. Store foods that:

- Are non-perishable and do not require refrigeration
- Are easy to prepare in case you are unable to cook
- Require little or no waters so that you may conserve water for drinking
- Have a plan to rotate your supplies

### Stay Healthy

Take steps to limit the spread of germs and the spread of disease. Make good hygiene a habit.

- Wash hands frequently with soap and water.
- Cover your mouth and nose with a tissue when you cough or sneeze. If a tissue is unavailable, cough or sneeze in the crook of your elbow.
- Put used tissues in a waste basket.
- Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
- Stay home if you are sick.

It is always a good idea to practice good health habits.

- Eat a balanced diet to include a variety of foods including plenty of vegetables, fruits, and whole grain products. Also include low-fat dairy products, lean meats, poultry, fish, and beans. Drink lots of water and consume salt, sugar, alcohol, and saturated fat in moderation.
- Exercise on a regular basis and get plenty of rest.

### Get Informed

Knowing the facts is the best preparation. Identify sources that you can rely on for reliable information. If a pandemic does occur, having accurate and reliable information will be critical.

- Information is available at [www.flu.gov](http://www.flu.gov).
- An additional source for information on pandemic influenza is the Centers for Disease Control and Prevention Hotline at 1-800-232-4636.
- Look for information at your local and state public health department websites.
- Listen to local and national radio, watch news reports on television, and read newspapers and other sources of printed and web-based information.
- Talk to your local healthcare providers and public health officials.

## PREVENTION AND TREATMENT

Each community must have plans and each state and federal government agency must work together to ensure these plans are current and functional. The Federal Government is working to increase international and domestic disease monitoring, rebuild our vaccine production capabilities, ensure stockpiles of medication are maintained, and support research into new treatments and medicines. Your state will be taking similar steps as well.

### Vaccine

Influenza vaccines are designed to protect against certain viruses. While there currently is no pandemic influenza in the world, the Federal Government is making vaccines for several existing strains that may provide some protection should one of these change and cause a pandemic. A specific vaccine cannot be produced until the strain emerges and is identified. Once a pandemic virus has been, it will likely take 6-9 months to develop, test, and begin the production of a vaccine.

Efforts are being made to increase vaccine manufacturing capabilities in the United States so that the supplies of vaccines would be more readily available in the event they are needed. In addition, research is also underway to develop new ways to produce vaccines more quickly.

### Treatment

A number of antiviral drugs are approved by the US Food and Drug Administration to treat seasonal influenza. Some of these antivirals may also be effective in treating a pandemic influenza. These drugs have been shown to help prevent infection in people at risk and shorten the duration of symptoms in those infected with influenza. However, it is unlikely that antivirals alone would effectively contain the spread of a pandemic influenza.

Antivirals are being stockpiled and would most likely be issued in the early stages of a pandemic. There are efforts to find new drugs and to increase the supply of antivirals that are currently stockpiled. Antivirals are available by prescription only and not over-the-counter.

## PANDEMIC PREPAREDNESS CHECKLIST

### To Prepare for a Pandemic

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during an outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need.

- Store a supply of food. During a pandemic, if you cannot get to a store, or if stores run out of supplies, it will be important to have extra supplies on hand.
- Ask your doctor and insurance company if you can get an extra supply of your regular prescription medication.
- Have any nonprescription medication and other health supplies on hand. Be sure to include pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for a pandemic.

### To Limit the Spread and Prevent Infection

- Teach your children to wash hands frequently with soap and water and model the correct behavior for them.
- Teach your children to cover coughs and sneezes. Be sure to model the proper behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.

## Items to have on hand for an extended stay at home

Food and non-perishables
• Ready-to-eat canned meats, fruits, vegetables, and soups
• Protein or fruit bars
• Dry cereal or granola
• Peanut butter or nuts
• Dried fruit
• Crackers
• Canned juices
• Bottled water
• Canned or jarred baby food and formula, if needed
• Pet food, if needed
Medical, health, and emergency supplies
• Prescribed medical supplies such as glucose and blood-pressure monitoring equipment
• Soap and water or alcohol-based hand cleaner
• Medicines for fever, such as acetaminophen or ibuprofen
• Thermometer
• Anti-diarrheal medication
• Fluids with electrolytes
• Cleansing agent/soap
• Flashlight
• Batteries
• Manual can opener
• Garbage bags
• Tissues, toilet paper, disposable diapers

## TERRORISM

The definition of terrorism is “the systemic use of terror, violence, and intimidation to create fear.” With accurate information, basic emergency preparedness, and the below guidelines, you can be ready for a potential terrorist attack.

Keep in mind that accidents may sometimes appear to be a terrorist event and vice versa. Your response should remain similar in either case.

### KNOW THE FACTS AND BE RESPONSIBLE

- Know the facts of a situation and think critically. Confirm reports using a variety of reliable sources of information, such as the government or reputable media source.
- Do not spread rumors.
- Do not accept packages from strangers and do not leave luggage or bags unattended in public areas such as transit stations, airport, or bus stop.

### Explosions

*See Building Collapses or Explosions, page 8.*

### Biological Attacks

- A biological attack occurs when a terrorist intentionally causes a disease epidemic.
- ***Also see Infectious Disease, page 14.***

### Chemical Attacks

- The intentional release of hazardous materials constitutes an act of terrorism; however, accidents involving hazardous materials may also occur. Your course of action should be the same in either case.
- ***See Hazardous Materials or Chemical Spills, page 14 for specific information on this type of emergency.***

### Radiological Attacks

- Radiological attacks occur when radioactive material is intentionally released.
- Radiological Dispersion Device (RDD): An RDD is designed to scatter amounts of radioactive material over a wide area. The further the material disperses, the less harmful it becomes. In most cases, the amount of material is unlikely to be lethal.
- “Dirty Bomb”: A Dirty Bomb is a kind of RDD that combines conventional explosives and radioactive material

with the explosive intended to scatter the radioactive material. More damage and casualties may be expected from the explosion than from the radiation.

### Suspicious Letters or Packages

A letter or package may be considered suspicious when it has more than one of the following characteristics:

- Handwritten or poorly typed address, incorrect titles or titles with no names, or misspellings of common words.
- Addressed to someone no longer with your organization or not addressed to a specific person.
- Strange return address or no return address.
- Marked with restrictions, such as “Personal,” “Confidential,” or “Do not X-Ray.”
- Excessive postage.
- Powdery substance on the outside.
- Unusual weight given its size, lopsided, or oddly shaped.
- Unusual amount of tape on it.
- Odors, discolorations, or oily stains.

### If You Receive a Suspicious Package or Envelope

- **PUT IT DOWN**—preferably on a stable surface.
- Cover it in an airtight container like a trash can or plastic bag.
- Call 911 at home; if you are at the University of San Francisco, call the Department of Public Safety Dispatch at x2911 from a campus phone or 415-422-2911.
- Alert others to the presence of the package and evacuate the area.
- Wash your hands with soap and water if you have handled the package.
- Make a list of people who were in the room or area where the suspicious package was recognized and give it to authorities.
- Do not stray far from the area if you believe you may have been exposed to something.

### If You Receive a Bomb Threat

- Ask the caller as many of the following questions as possible:
  - *When is the bomb going to explode?*
  - *Where is the bomb right now?*
  - *What does the bomb look like?*
  - *What kind of bomb is it?*
  - *Where are you calling from?*
  - *Why did you place the bomb?*
- Keep the caller on the line for as long as possible and try to write down or record the conversation.
- Write down the exact time and length of the call.
- Listen carefully to the caller’s voice and background noise.
- After you hang up, call x2911 from a campus phone or 415-422-2911 and 911 IMMEDIATELY.

***If you have information about a potential terrorist attack, call local authorities.***

## INFORMATION FOR YOU AND YOUR LOVED ONES

### SENIORS AND PEOPLE WITH SPECIAL NEEDS

Seniors and people with disabilities may need to take additional steps to prepare for emergencies. If you or someone in your household has special needs, consider the following tips when preparing your disaster plans.

- Keep a 7-14 day supply of necessary medication on hand at all times.
- Develop a personal emergency plan for each place where you spend time – at home, work, school, and in the community.
- Evaluate your capabilities, limitations, needs, and surroundings to determine what type of support you may need in an emergency.
- Include your home care attendant and other people in your network in your planning process.
- If you are dependent on electricity for your wheelchair, breathing machine, or other life-sustaining device, plan for a loss of power. Consult your power provider.
- The hearing impaired may need to make special arrangements to make sure they receive emergency warnings.
- Mobility impaired people may need assistance to get to a shelter or to evacuate from buildings. Keep in mind elevators will not work in a power outage. Technologically dependent people should check with 911 or their doctors.
- People with special dietary needs should have an adequate emergency food supply.
- It is important to write down your support needs and numbers. Medical conditions, medications, and dosages, allergies, special equipment, medical insurance, Medicare insurance cards as well as personal and medical contact details are important to have available. Keep this list with you in emergencies and supply a family member or friend with a copy.
- If you have a service animal, make sure that it is registered for a service tag.
- Be prepared to bring a pet crate and pet food.

### OTHER THINGS YOU CAN DO TO PREPARE YOUR HOUSEHOLD FOR EMERGENCIES

- ***Use the website and phone numbers listed in More Resources, page 26, to learn more ways to protect yourself and your household in an emergency.***
- Take a first-aid or Neighborhood Emergency Response Team (NERT)—or Community Emergency Response Team (CERT) if outside of San Francisco—class to learn how to help family and neighbors if they are injured.
- Install smoke and carbon monoxide detectors in all areas of your home and check them regularly to ensure they are working.
- Keep fire extinguishers in your home and make sure all members of your household know where they are and how to properly use them.
- Check on emergency supplies twice a year during daylight saving times and replace any items that may need replacing.

### MENTAL HEALTH

Disaster victims are likely to experience one of several emotional responses: anger, fatigue, loss of appetite, sleeplessness, nightmares, depression, inability to concentrate, hyperactivity, or increased alcohol or drug use.

Mental health experts suggest a number of ways to relieve the symptoms of emotional distress:

- Talk about your feelings with family, friends, and neighbors. Sharing common experiences helps people overcome anxiety and feelings of helplessness.
- Get back into daily routines as soon as possible. Try to maintain a healthy diet and get plenty of sleep.
- Get some physical exercise daily.
- If you continue to have the above symptoms for an extended period of time, think about consulting a mental health professional.

***For more information, to obtain a referral, or if you need someone to talk to, call the Centers for Mental Health Services at 1-800-789-2647 or your local mental health agency.***

## PARENTS AND FAMILIES

Include your children in planning for an emergency. Teach them how to get help and what to do in different situations. Practice your family emergency plan with your children and quiz them on preparedness information.

### Every Child Should Know

- Family contact information for use in an emergency.
- Never touch wires lying on the ground or hanging from poles.
- How to identify the smell of gas. Tell them that if they smell it, they should tell an adult or leave the building.
- How and when to call 911.

### Information to Know about Your Child’s School or Day Care Facility

- Find out what your child’s school does in the event of an emergency and know the school’s emergency plans.
- Find out where you can pick up your child during an evacuation of the school.
- Ensure that the school has up-to-date contact information for you and at least one other relative or friend.
- Find out if you can authorize a relative or friend to pick up your children in an emergency if you cannot.

### Go Bag

Pack child care supplies as well as games and small toys in your family’s Go Bag.

### Reassurance

Children are particularly vulnerable to emotional stress after a disaster and may exhibit excessive fear of the dark, crying, fear of being alone, and constant worry. Reassure children that they are safe. Encourage them to talk about their fears, emphasize that they are not responsible for what happened, and comfort them.

**For more information, see *Emergency Preparedness Advice for You and Your Family*, page 2, and refer to *More Resources*, page 26.**

### Non-English Speakers

- Non-English speakers should consider their special needs in an emergency.
- Make special preparations in advance to get the information and special assistance you may need in an emergency.

## TIPS FOR PET OWNERS

Pet owners should include provisions for their pet in a household disaster plan. Please note that pets are not allowed in shelters (only service animals are allowed). Therefore, it is important that you have a plan for your pet in the event of an evacuation.

### Pet Emergency Planning Tips

- Contact friends or relatives outside your area to see if they would be willing to accommodate you and your pets in an emergency. Also, ask a neighbor, friend, or family member if they will look after your pet if you cannot return home due to a disaster.
- See if your veterinarian or groomer provides shelter for animals during an emergency.
- Transport your pets in a carrier for the duration of the disaster. This helps pets feel safer and more secure.
- Know your pets’ hiding places so that you can easily find them in times of stress.
- Make sure each pet has a license and ID tag.
- Ensure you have a supply of pet medications.

Assemble a “Pet Survival Kit” that can be ready to go if you are evacuating your pet to a kennel or to friends or family.

YOU SHOULD INCLUDE:
Water, food, and containers
A leash/muzzle/harness
Copy of all current vaccination and health records, license numbers, and microchip numbers
Medication, if needed
A pet carrier or cage
Plastic bags for pick-ups
Photo of your pet

## PUBLIC TRANSPORTATION PREPAREDNESS

Disaster can happen anywhere at any time. If you are caught on any type of public transportation during any kind of emergencies, follow these guidelines.

### STAY AS CALM AND QUIET AS POSSIBLE

#### Listen for any instructions.

- Do not leave the vehicle (bus, car, van, train, etc.) unless you are instructed to do so. The safest place is usually where you are currently situated.
- Tracks are dangerous. Never exit on train or subway tracks unless directed to do so by the train crew or emergency response personnel.
- Control Centers for public transportation are in constant communication with crews. On larger transit systems, in the event that there is a problem in the system and if the PA system is not operating, crew members will walk through the vehicle to instruct passengers on emergency evacuation procedures.

### THINK BEFORE YOU PULL THE EMERGENCY HANDLE

Only pull the handle when the vehicle is in motion if someone gets caught between closing car doors and is being dragged. If your train is between stations and you pull the cord, the train will stop, preventing medical or any other kind of assistance from reaching the train. Help will be much more accessible if the train reaches the nearest station without interruption. At this point, police and medical services will be waiting or can be quickly summoned.

## HOW YOU CAN HELP

Many of the tips in this guide are designed to help you and your household. Here's what you can do to help your community recovery from emergencies.

### BECOME A VOLUNTEER

- It is best to affiliate with a recognized disaster volunteer organization such as the American Red Cross or the Salvation Army before a disaster happens.
- Before going directly to volunteer at a relief organization, hospital, or disaster site after a disaster, wait for instructions from local officials or check with specific organizations.
- Be patient. In the wake of a disaster, there are often many people waiting to volunteer. However, there may be a greater need for volunteers in the weeks and months after a disaster.

### MORE RESOURCES

#### Learn more about Emergency Preparedness and Emergency Management

- California Governor's Office of Emergency Services  
[www.calema.ca.gov](http://www.calema.ca.gov)
- Federal Emergency Management Agency (FEMA)  
[www.fema.gov](http://www.fema.gov)
- US Department of Homeland Security  
[www.ready.gov](http://www.ready.gov)
- US Administration on Aging  
[www.aoa.gov](http://www.aoa.gov)
- Mental Health  
[www.samhsa.gov](http://www.samhsa.gov)
- US Environmental Protection Agency  
[www.epa.gov](http://www.epa.gov)
- National Weather Service  
[www.weather.gov](http://www.weather.gov)
- NOAA All Hazard Radio  
[www.nws.gov/nwr](http://www.nws.gov/nwr)

#### Volunteer Opportunities

- American Red Cross  
[www.redcross.org](http://www.redcross.org)
- Salvation Army  
[www.salvationarmyusa.org](http://www.salvationarmyusa.org)

**For Parents and Families**

- FEMA  
[www.fema.gov/kids](http://www.fema.gov/kids)
- American Academy of Pediatrics  
[www.aap.org](http://www.aap.org)
- Centers for Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov)
- Local Neighborhood Emergency Response Team (NERT)

**MAKE A DONATION**

Making a financial contribution to a volunteer agency involved in disaster relief is often the most sensible and efficient way of helping people in need after a disaster.

Before donating any goods, including food or clothing, wait for instructions from local officials or check with a specific organization. Unneeded items overwhelm the recovery effort and may go to waste.

**EMERGENCY RESPONSE PLAN**

Household Emergency Information

**CONTACT INFORMATION FOR HOUSEHOLD MEMBERS**

This plan contains all pertinent emergency contact information. Please post it in an easily accessible area in your home and ensure all household members know where it is located.

EMERGENCY RESPONSE PLAN			
Name		Name	
Date of Birth/SSN		Date of Birth/SSN	
Business or School Evacuation Location		Business or School Evacuation Location	
Medical Information or Conditions		Medical Information or Conditions	
Blood Type		Blood Type	
Work, School, or Other Addresses and Phone #s		Work, School, or Other Addresses and Phone #s	
MEDICAL/INSURANCE INFORMATION	NAME	PHONE #	POLICY #
Doctor(s)			
Other			
Pharmacist			
Medical Insurance			
Homeowners/Rental Insurance			
FIRE STATION #	POLICE PRECINCT #	LOCAL UTILITY #	WATER UTILITY DISTRICT #

## CHECKLISTS

### Household Emergency Plan Checklist

#### **What to have in your head or written down for all family members.**

- Decide where your household will reunite after a disaster. Identify two places to meet: one right outside your home and another in your neighborhood, such as a library, community center, or place of worship.
- Make sure everyone knows the address and phone number of your second meeting place.
- Know and practice all possible exit routes from your home and neighborhood.
- Designate an out-of-state friend or relative that household members can call if separated during a disaster. When local circuits are busy, long-distance calls may be easier to make.
- Plan for everybody's needs, especially infants, seniors, people with special needs or medical conditions, and non-English speakers.
- Practice your plan with all household members.
- Ensure that household members have a copy of your household disaster plan.
- Familiarize yourself with emergency plans for work, school, child's school or daycare, and other relevant institutions.

### Go Bag Checklist

#### **What to have in your hand**

- Copies of your important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.).
- Extra set of car and house keys.
- Contact and meeting place information for your household and a small regional map.
- Credit and ATM cards, and cash, especially in small denominations. It is recommended that you keep at least \$50-100 on hand.
- Flashlight, battery-operated AM/FM radio, and extra batteries. You can also buy wind-up radios that do not require batteries at retail stores.
- Bottle water and non-perishable food such as energy or granola bars.
- First-aid kit.

- Sturdy, comfortable shoes, lightweight raingear, and Mylar blanket.
- Medication for at least one week and other essential personal items. Be sure to change medications before they expire. Keep a list of the medications each member of your household takes, their dosages, or copies of all your prescription slips, and your doctor's name and phone numbers.
- Child care supplies or other special needs items.

### Emergency Supply Kit Checklist

#### **What to have in your home**

**Keep enough supplies in your home to survive on your own for at least three days.** If possible, keep these materials separated in an easily accessible container or special area. All household members should know that these supplies are for emergency use only.

- One gallon of drinking water per person per day.
- Non-perishable, ready-to-eat canned foods and a manual can opener.
- First-aid kit, medications, and prescriptions.
- Flashlight, battery-operated AM/FM radio, and extra batteries.
- Whistle
- Iodine tablets or one quart of unscented bleach. To be used for disinfecting water ONLY if directed to do so by officials. An eyedropper for adding bleach to water.
- Personal hygiene items.
- Sturdy shoes, heavy gloves, warm clothes, Mylar blanket, and lightweight raingear.
- Extra fire extinguisher.
- Phone that does not rely on electricity.
- Child care supplies or other special care items.
- Any additional supplies and tools.







