

# Disaster Plan Worksheet



***Post your completed worksheet in a conspicuous place for 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** \_\_\_\_\_

**Cross street** \_\_\_\_\_

**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** \_\_\_\_\_

\_\_\_\_\_

*Call 9-1-1 ONLY in case of life-threatening emergency or fire.*

### **Out of Area Contact Person**

**Name** \_\_\_\_\_

**Home phone** \_\_\_\_\_

**Work phone** \_\_\_\_\_

### **School Plan**

**I have authorized these people to pick up my child 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 810AM KCBS 740AM KNBR 680AM**

**Local emergency stations: 510AM or 1610AM**

## Emergency Action Plan

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

### Earthquake

- Duck, 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 for structural damage.
- 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 do you take?  
Personalize the following list, if you had to leave in:

*5 minutes:*

<u>Item</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 (1 hour):*

<u>Item</u>	<u>Location</u>
• Photo albums, negatives	_____
• Vital documents	_____
• Business records	_____
• Financial records	_____
• Stocks and bonds	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

*If you have a car or truck:*

<u>Item</u>	<u>Location</u>
• Family heirlooms	_____
• Clothing	_____
• Computer	_____
• Original art	_____
• Pet supplies	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

## Escape Route & Utilities Plan

Use this page to draw a floorplan of your house. Make a floorplan for each story of your home.

- Indicate primary exits from each room (doors, windows) and include location of escape ladders, ropes, etc.
- Identify location of emergency supplies.
- Mark location of utility valves, circuit breakers or fuses.
- Be sure all family members know where utilities are and how to turn them off.
- Be sure all family members know how to use a fire extinguisher.
- Family will reunite at \_\_\_\_\_ part of property or \_\_\_\_\_  
(place)

A large grid for drawing a floorplan, consisting of 20 columns and 20 rows of small squares.

This worksheet contains standard information available on preparing for emergencies. Every reasonable effort has been made to ensure the accuracy of the material. East Bay Municipal Utility District, the City of Oakland Fire Services Agency, and the authors do not assume responsibility nor liability in how the reader uses the information or the effect of any recommended practice, procedure or product specified in this worksheet and handouts.

## Emergency Supplies Plans

- We have food for family members 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 2 gals = \_\_\_\_ gals.

### I know where I have:

- Cash and coins.
- First aid items.
- Flashlight, radio, tools, & sanitation supplies.
  
- We know where emergency shelters are located.
- We store camping gear in one place. Tent, lanterns, sleeping bags, 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:

\_\_\_\_\_ (place)

## Maintenance Plan

### Every six 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 two years:

Update personal property inventory

Update insurance policies

\_\_\_\_\_

\_\_\_\_\_

### Every three 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 in our home and know how to use it.
- We keep fresh batteries in our smoke detector(s).
- We do not overload our electrical outlets.
- We store flammable liquids in air-tight 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 Emergency Preparedness 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.