



COW HOLLOW ASSOCIATION DISASTER PREPAREDNESS GUIDE

EARTHQUAKE

If you are indoors when shaking starts:

- DROP, COVER AND HOLD ON. If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Do not try to run outside during strong shaking.
- If you are in bed, stay there and cover your head with a pillow.
- If you use a wheelchair, lock the wheels and cover your head.
- See the Fire and Power Outage sections below.

If you are outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings and trees.
- If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.

Once the earthquake shaking stops:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- Turn off the gas only if you smell gas.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.
- If available, tune to KCBS 740 AM or TV for emergency advisories and instructions.

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.

EVACUATION

Immediate risk:

If you smell gas, smoke or see fire or otherwise fear for your safety, evacuate household occupants immediately. From a safe location, call 9-1-1 and report the incident.

General evacuation orders:

If local officials issue evacuation orders, use the evacuation routes and methods specified; carpool whenever possible. If time allows:

- Wear sturdy shoes, long-sleeve shirts and pants.
- Bring car keys, credit cards, road maps, cell phone, charger and important phone numbers.
- Bring your **Go-bag**.
- Lock your home and shut off the water and electricity, but leave gas on unless instructed otherwise.
- Leave a note or tell a neighbor where you are going.
- Call your out-of-area emergency contact once you arrive at a safe location.

Disaster Shelters

Immediately following a large disaster, suitable shelter sites will be selected from a designated list based on areas of need and estimated numbers of displaced persons. As soon as disaster sites have been formally designated, this list will be announced through local media to the public. If it is unsafe to shelter-in-place, and you do not have an alternative, evacuate to a designated emergency shelter.

- Tell your out-of area-contact where you are going.
- Take your Go-bag with you to the shelter.
- Consider bringing extra items (e.g. blanket, pillow, air mattress, towel, washcloth, diapers, food and supplies for infants.)

FIRE

If you become aware of a fire that you cannot safely handle:

- Remain calm and get out.
- If you see smoke under the door, exit another way.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Drop to the floor to avoid smoke and fumes. Crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
- Call 9-1-1 from a safe location.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.

POWER OUTAGE

Power outages can occur due to rolling blackouts, extreme weather conditions, or can accompany other disasters such as earthquakes or fires. If there is no power in your neighborhood:

- Turn off and unplug appliances and computers. Leave one light on to indicate when power has been restored.
- Avoid using candles, as they are fire hazards.
- Do not use a gas stove for heating or operate generators indoors (including the garage.) Both could cause carbon monoxide poisoning.
- If a traffic signal is not working, treat it as a stop sign.
- Contact PG&E: (800) 743-5000 or www.pge.com

MAKE A PLAN

After a major disaster, it is unlikely that emergency response services will be able to respond immediately to everyone's needs, so it is important to be prepared to take care of you and your family. Plan to be on your own for at least the first 72 hours.

The following seven steps will help you prepare for any emergency:

1. Designate an out-of-area contact person. Try to select someone that is far enough away to not be affected by the same emergency. Provide this person with the names and contact information of the people you want to keep informed of your situation. Instruct family members to call this person and tell them where they are. Long distance phone service is often restored sooner than local service.
2. Duplicate important documents and keep copies off-site, either in a safety deposit box or with someone you trust. Documents may include: passport, drivers license, social security card, wills, deeds, financial statements, insurance information, marriage license and prescriptions.
3. Inventory valuables, in writing and with photographs or video. Keep copies of this information off-site with your other important documents.
4. Make a household/family plan. Involve all key people in planning.
5. Make your home safe.
6. Put together a disaster supply kit. Plan to have supplies for yourself and your family for at least 3 days following a disaster.
7. Consider the special needs of children, seniors or people with disabilities, family members that don't speak English and pets.

BUILD A KIT

After a major disaster the usual services we take for granted, such as running water, refrigeration, and telephones, may be unavailable. You should be prepared to be self-sufficient for at least three days. Store your household disaster kit in an easily accessible location. Put the contents in a large, watertight container (e.g. a large plastic garbage can with a lid and wheels) that you can move easily.

Your basic kit should include:

- *Water – one gallon per person per day*
- *Food – ready to eat or requiring minimal water*
- *Manual can opener and other cooking supplies*
- *Plates, utensils and other feeding supplies*
- *First Aid kit and instructions*
- *A copy of important documents and phone numbers*
- *Warm clothes and rain gear for each family member.*
- *Heavy work gloves*
- *Disposable camera*
- *Unscented liquid household bleach and an eyedropper for water purification*
- *Personal hygiene items, including toilet paper, feminine supplies, hand sanitizer and soap*
- *Plastic sheeting, duct tape and utility knife for covering broken windows*
- *Tools such as a crowbar, hammer & nails, staple gun, adjustable wrench and bungee cords*
- *Blanket or sleeping bag*
- *Large heavy duty plastic bags and a plastic bucket for waste and sanitation*
- *Any special-needs items for children, seniors or people with disabilities. Don't forget water and supplies for your pets.*

A component of your disaster kit is your **Go-bag**. Put the following items together in a backpack or another easy -to - carry container in case you must evacuate quickly. Prepare one Go-bag for each family member and make sure each bag has an I.D. tag. You may not be at home when an emergency strikes, so keep some additional supplies in your car and at work, considering what you would need for your immediate safety.

- Flashlight
- Radio – battery operated
- Batteries
- Whistle
- Dust mask
- Pocket knife
- Emergency cash in small denominations and quarters for phone calls
- Sturdy shoes, a change of clothes and a warm hat
- Local map
- Some water and food
- Permanent marker, paper and tape
- Photos of family members and pets for identification purposes
- List of emergency point-of -contact phone numbers
- List of allergies to any drug (especially antibiotics), food or other circumstances
- Copy of health insurance and identification cards

- Extra prescription eye glasses, hearing aid and other vital health aides
- Prescription medications and first aid supplies
- Toothbrush and toothpaste
- Extra keys to your house and vehicle
- Any special-needs items for children, seniors or people with disabilities. Consider making a Go-bag for your pets.

GET INVOLVED

There are numerous ways you can get involved to be better prepared for the next emergency. In this section you'll find a few suggestions for:

Training & Volunteering

San Francisco Neighborhood Emergency Response Team (NERT) - Free training from the Fire Department on how to help yourself and your neighbors after a disaster.

(www.sfgov.org/site/sfnert_index.asp)

American Red Cross, Bay Area – Disaster Preparedness, First Aid and CPR Training.

(www.bayarea-redcross.org)

Community involvement opportunities.

- Give blood - <http://www.bloodcenters.org> or 1-888-393-GIVE.
- Donate money to an established organization.
- Become an active Member of the Cow Hollow Disaster Preparedness Team
- Get to know your neighbors. Find out if anyone has specialized equipment, like a power generator or expertise such as medical knowledge, that might help in a crisis. Make arrangements to check on your neighbor's home or pets if one of you is away when a disaster strikes.

More links are available at the California Governors Office of Office of Emergency Services Website:

<http://www.oes.ca.gov/Operational/OESHome.nsf/LevelTwoWithNav?OpenForm&Key=Earthquake+Program>