Student Emergency Preparedness Manual
This document is created from various informational & educational publications, websites, and organizations, including but not limited to: “Get Ready Marin Household Disaster Preparedness Manual”, “Get Ready 5th Grade, Marin County”, “Putting Down Roots in Earthquake Country” (U.S. Geological Survey), “Living on Shaky Ground” (U.S. Geological Survey), USGS.ca.gov, Association of Bay Area Governments, ABAG.gov, CalEMER.gov, Ready.gov, FEMA.gov, American Red Cross, and United Way 2-1-1.

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For additional copies, please contact: Your city public safety & education program. This document is available at: www.kidsgetready.org

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Fifth graders have been identified as the appropriate age group that would benefit most from an emergency preparedness course as the course complements the earth sciences lessons.

The Get Ready 5th Grade Bay Area program (GR5) is taking the first steps in changing our youth’s perceived vulnerabilities to disasters. The GR5 curriculum engages the students in a classroom setting with a 1-hour lesson covering a variety of emergency and disaster preparedness topics. The GR5 program emphasizes capacity building by teaching the students clear and actionable preparedness steps to take as a household to be prepared for an emergency or disaster event.

Through the course, students are empowered to assume the role of a Chief Inspector and lead their family through the necessary steps to:

- Learn about hazards and dangers in their area
- Establish emergency contacts
- Determine the location of utilities, and understand when and how to secure them
- Map their homes, create evacuation plans, identify exit routes out of the house, and mark meeting places
- Identify items to take during an evacuation
- Create or update emergency kits
- Develop family emergency communications plans

It is through these activities that, while working as a family and household unit, the students are leading their families in developing their comprehensive emergency plans, increasing their state of disaster readiness, and complementing our culture of preparedness. Through the GR5 program our youth are turning those perceived vulnerabilities into strengths and resiliency to all types of disasters.

After completing these activities together as family, if you are interested in learning more about emergency and disaster preparedness, we encourage you to contact your local city authorities to find out about additional trainings offered.

Thank you for taking the time to prepare yourself and your loved ones. The steps you are taking as a family serve to create a culture of preparedness and foster a more resilient community.
Ready or Not Here It Comes

The Bay Area is a beautiful and fun place to live. Its rolling hills, sandy beaches, waterfront views, and backyard creeks make the Bay Area a wonderful area for exploration and outdoor games.

But like much of California, the Bay Area has seen many natural disasters such as earthquakes, fires, and flooding. These dangers can turn a carefree day into a dangerous situation. However, if we’ve prepared ourselves by being informed, making a plan, and having an emergency kit, we can care for ourselves and our family members in the event of a disaster.
Your Role

Preparedness is everyone’s responsibility. By taking action now and getting your family prepared, you are helping your entire community by taking responsibility to become survivors and not victims. Through this course you will be prepared to lead your family through the necessary steps in learning about hazards and dangers in the area, creating emergency plans, and putting together emergency kits.

3 Steps to Prepare for a Disaster

1. Be Informed
   - Learn about local hazards
   - Learn how to tell if your home is safe
   - Find out about local emergency resources
     (example: city website, local Red Cross)

2. Make a Plan
   - Create a Family Emergency Plan which includes;
     * Family relocation areas
     * Emergency phone numbers
     * Evacuation routes, lists, and drills
     * Storage and maintenance of disaster supplies
     * Pets

3. Get a Kit
   - Household Disaster Supply Kit
     (minimum 3 day supply)
   - Grab & Go Kit (for evacuation)
   - Car Kit
   - Work Kit/Backpack Kit
Disasters Have Happened Here Before

On a nice, sunny day, no one thinks about disasters happening to them. Fires and other emergencies can happen to anyone at anytime.

**Fire**
The 1991 Oakland Hills Firestorm, a grass fire that had reignited in the East Bay Hills, burned over 1,500 acres - that’s like the size of 1,000 football fields. Over time more than 3,000 homes were damaged or destroyed, leaving over 5,000 people without a home. Nearly 2,000 cars were burned in the fire area, many of which were abandoned in the streets by residents who were trying to evacuate.

**Earthquake**
The 1989 Loma Prieta earthquake was centered in Nisene Marks State Park in Santa Cruz with reports of shaking felt all the way north in Sonoma and Napa Counties, to the east in Solano County, and everywhere in between. Highways and major roadways were damaged. A section of the Bay Bridge collapsed and was closed for over a month. Stores were destroyed and needed to be rebuilt. Over 16,000 homes were destroyed. The American Red Cross provided shelter to more than 6,000 people, many of them for several months.
Winter Storms and Flooding

Winter storms bring a lot of rain and oftentimes high winds. Widespread localized flooding can happen in small towns or big cities throughout the Bay Area. During a winter storm in 2005-2006, widespread flooding contributed to power outages and mudslides that left thousands of people all across the Bay Area without power for several days. Schools were closed due to mud and water damage, and roads were blocked by fallen trees and downed power lines. Thousands of homes, apartments, and businesses throughout the Bay Area were damaged or destroyed. In some locations people were confined to their homes, while others couldn’t get home due to the debris and damage from the winter storm and flooding.

Any type of flood water can be contaminated with dangerous substances. If you are trapped by flood waters, move to a second-story and wait for help.

Tsunami

The 2011 Japan earthquake demonstrated our coastal and bayside communities’ vulnerabilities to tsunamis. Major earthquakes occurring anywhere in the Pacific Ocean may displace the ocean floor, generating tsunamis that could affect the California Coast. Some coastal communities are designating Tsunami Hazards Zones and planning evacuation routes. Although the tsunami hazard in most of the Bay Area is low, coastal areas and bayside communities are still at risk.

If you feel an earthquake and you are on the beach, near the coast or bay, or know that you live in a tsunami hazard zone, Drop, Cover and Hold On! to keep yourself safe during the earthquake. When the shaking stops, evacuate immediately to higher ground. Stay there! Waves may arrive for hours.
Evaluating Your Home

With your family, look around your house with “earthquake eyes.” Are there any potential hazards in your home? Do you see any heavy objects that may fall and injure a family member during an earthquake? Think about bookcases, TVs, large mirrors or picture frames hanging over couches or beds. Make sure all of these items have been moved or safely secured.

If there are cabinets that are high above you, consider taking safety measures and installing cabinet locks to make your home safer and more earthquake resistant.

If You Are Away From Home, You and Your Family Can Still Be Prepared

• Carry some emergency and first aid items in your backpack.

• Have your parents carry an emergency kit in their car and have one at work.

Don’t be fooled! Myth #1

“Quake injuries are all from collapsing buildings.”

Many people think that all injuries in earthquakes are caused by collapsing buildings. Actually, most injuries in quakes are from objects that break or fall on people. For example, in the 1994 magnitude 6.7 Northridge earthquake, 55% of quake-related injuries were caused by falling objects such as TVs, pictures and mirrors, and heavy light fixtures.

Activity!

1. List some places you could be when a disaster strikes:

2. What are some items that you would want to have with you?
What to Expect in the Event of an Emergency:
Can you live without the services you rely on?

Water may be in short supply. ........................

Natural gas and electric power .....................
may be out for days or weeks.

Garbage and sewage services ......................
may be interrupted.

Telephone, Internet, cell phone
and wireless communications ....................
may be overloaded or unavailable.

Gasoline may be in short supply. ...................

Grocery and retail stores may be
closed or unable to stock shelves.

Bank operations may be disrupted, .............
limiting access to cash and ATMs.

Roads may be blocked, damaged or
flooded, restricting access to areas
all across the Bay Area.

Public services such as the police,
fire departments, and hospitals may
be overwhelmed or unavailable.

Your parents may be at work when
a disaster strikes and you may need to
take care of yourself for a short time.

If you’re at school when an emergency occurs,
the principal, teachers, and staff will take care of
you until your parents arrive. Your school has an
emergency plan which includes training teachers
and staff for emergency roles and stocking supplies.

Do we have enough emergency water for our
whole family for several days?

It’s going to be really dark at night. I won’t be
able to turn on the lights or cook on the stove.
Ah, no TV or computer!

Garbage will pile up outside.
Ugh, what about the bathroom and flushing?

I may not be able to make phone calls or send any
text messages.

What will my parents do if there is no gas for
their cars? How will we get around town?

Stores won’t be taking any credit cards for
purchases. If the store has food & supplies we
may need, we should have some cash as part of
our emergency supplies.

How many routes do we have to leave a dangerous
area? We may need to evacuate by foot or bike.

Do we have a first aid kit?

What do I need to do to take care of myself
and my family? HINT: listen to this special
presentation and get prepared using this manual.

My teacher’s role during
an emergency is:
Utilities

Do you know what utilities are? Your utilities are the basic services that are supplied to your house such as water, electricity, gas, sewer, and telephone. Some of these systems when damaged can cause life-threatening situations and it’s important to know how to turn them off.

Does your family know where the utility shut-off valves are? Do your parents know which ones to turn off and when?

Your utilities are often located on the side of your house. Have you seen them before when you’ve walked around the outside of your house? If not, it’s time for a field trip with the family to check them out!

Protect Your Water Supply

If there is an earthquake that has caused damage to your home, your family may need to turn off the water to protect the water supply in your home. Other sources of water in your home include the hot water heater (50-80 gallons).

Shutting Off the Gas

It is also important for your family to know how to turn the gas off to protect your home. Gas should only be turned off if you smell or hear a gas leak or if there is an obvious sign of damage to the gas meter or a gas line. If you have a propane tank make sure you know how to turn off the propane valve. If you do need to turn off your propane or gas, contact a service technician to inspect your system prior to turning it back on.

Where’d the Lights Go?

Does your family know where the main electrical panel is at your house? Are all of the breakers and switches labeled for your home? Your family should know where the main panel is and how to safely turn off the power to your house.

More information on protecting your home and keeping your family safe will be found later in this book.
Communications

Being informed before an emergency is only a small part of being prepared. Know how to stay in communication with your family and friends, and how to get information about the emergency itself from a variety of sources.

- Prepare yourself to receive information and communicate with family and friends without the use, or with minimal use, of your telephone.

- Telephone lines and cell phones will be overloaded and/or may not work. Texting may work better than trying to make a phone call. Do all family members know how to text on their cell phones?

- The telephone system may be able to complete long distance calls easier then completing local calls. We’ll talk about picking an out-of-area contact in just a few pages.

- Your family should have a phone that plugs into the wall (a land line with a cord) and does not require additional power. Without power, cordless and Internet phones will not work.

- News media agencies radio, TV, and the Internet will be ongoing sources of information.

- At home, you may receive emergency information from a telephone emergency notification system. These emergency alert and notification systems can call areas affected by an emergency and provide recorded emergency information. Some systems are even calling and texting cell phones. Check with your city to learn more about the emergency communications systems they have in place to communicate during an emergency.

You and your family should become familiar with how your city provides emergency information as some cities maintain their own radio stations, emergency hotlines, or siren system. Give them a call today and find out more!
Should You Stay or Should You Go?

During disasters it’s important for you to know when it’s safe to stay at home or when it’s necessary for you to evacuate. Discuss this with your family. If your home is safe and you can still take shelter in place, great, that’s our first goal. If your home is not safe to remain in and you need to evacuate, you will want to grab your Grab & Go Kit and take shelter with a trusted neighbor, provided their house is safe. Work with your parents to identify possible safe places where you can go.

When to stay:
- There are no major cracks, damage, or fire to your house.
- There is no obvious life-threatening emergency.
- The hazards outside may be greater than those inside your home.

When to go:
- When you see lots of big cracks throughout the house indicating possible structural collapse.
- If there’s a fire in the home.
- If you smell gas and are unable to shut off the gas utility.
- When instructed to leave by local emergency officials.

Emergency shelters will be designated as needed.

Don’t be fooled!
Myth #2

“And the earth opened…”
A popular story in books and really bad movies is the earth opening up and all the homes along the fault fall in and then the earth closes. Fortunately this happens only in the minds of some really creative individuals!
Make an Emergency Plan

Now that you’re informed and have learned about local hazards, how to evaluate your home, and what some of your community resources are, the next step is creating an emergency plan with your family. Discuss what the plan is for during and immediately after a major emergency, regardless of where each of you may be at the time.

Creating an emergency plan will help you answer the following:

How would you protect yourself during the event?
- What will you do in an earthquake? Practice Drop, Cover and Hold On.
- Have you outlined escape routes if there is a fire in your home? If you haven’t, you will get a chance to in a couple of pages.

When would you evacuate and where would you go?
- If you need to evacuate, do you have a Grab & Go Kit?
- What are some of the things you would want to take with you?

Where would you meet your family members?
- Where would you stay if your house is unsafe?
- Choose two locations, one outside the house and another outside your neighborhood, such as a church or school.

How would you communicate with each other?

How would you protect your pets?
- Where are their carrying cases, cages, or leashes located?

You may be sleeping during the next big quake. After the shaking stops, the lights may be out and broken glass and other dangerous debris may litter the floor, making it unsafe to walk barefoot. Keep a flashlight and a pair of sturdy shoes secured to or within reach of everyone’s bed.
Communications

As phones may not work, how will your family communicate with one another?

• With your parents, pick a relative or family friend who lives at least 200 miles away who can relay information regarding your condition to other family members after a disaster. If you live in multiple households, make sure all your family members use the same out-of-area contact.

• Provide friends and relatives the phone number of your out-of-area contact person.

• In addition to your out-of-area contact, know who your parents have designated to pick you up from school if they can’t get there. Have this person’s contact information available if you need it.

• Carry the phone numbers of both contacts in your backpack.

• Identify local agency telephone numbers that you may need to contact during an emergency and have them available in an easy to access location. List numbers like the direct number for the fire and police departments and emergency volunteer centers.

• Don’t forget to listen to local radio stations for current emergency information.

• Check with your city to see if they have their own emergency radio stations or telephone hotlines. Write these down as part of your communications plan.

In a life threatening emergency, call 9-1-1 and follow the instructions of the operator.
Evacuation Routes

In case of a fire, it is important that you know how to escape from your home. With your family, identify at least two escape routes from your bedroom and home. Once you are outside, have a place identified where you will meet your family.

If you need to leave your neighborhood, remember paths, trails, and stairs connect many neighborhoods, and in some circumstances these may provide your only path to safety. Walk these routes with your family so that all family members are familiar with them. Identify at least two alternate escape routes (by car and on foot) from your neighborhood in case your primary route is impassable. If it is not possible to use the car, bicycles may provide a fast evacuation alternative.

Consider buying a fire escape ladder if you have second-story bedrooms. It could hurt if you have to jump!
Create Your “Top 10 in 10”

Identify 10 items you would want to take with you if you had only 10 minutes to evacuate your home. What would you grab?

- Favorite pictures?
- Report cards?
- Baseball cards?
- CDs?
- Birth certificates?
- Trophies from sporting events?
- Stuffed animals?
- Favorite toys?

Everyone has a different list of their “Top 10 in 10” items. Your list will be different than your parent’s list, different than your brother or sister’s list. Write out this list before the disaster happens so you’re prepared.

Ask your parents what their “Top 10” would be.
Finding Your Family

If your family is unable to reunite at home, work together to identify two or three reunion locations (examples: across the street from your home, a neighbor’s home, nearby church, school, or park). If your neighborhood has an organized neighborhood emergency response team, make sure that all family members know the location of your team meeting place; include that location as one of your reunion spots.

Letting your family and friends know that you are safe and well can bring your loved ones great peace of mind. The American Red Cross has a website called Safe and Well (www.redcross.org/safeandwell) that is designed to help make that communication easier. On the website you can register yourself as “Safe and Well” and search for loved ones. Concerned family and friends can search the list of those who have registered themselves as “safe and well”.

Planning for Your Pets

What’s your family’s plan for your pets?

• Is there enough pet food as part of your emergency supplies?

• Where will your family keep your pets if you need to evacuate? For short periods, consider keeping your pet in the family car unless it is too hot. Make sure that your pet has enough water and adequate ventilation.

• Remember to have identification tags and a leash.

• If you need to evacuate and go to a shelter, be aware that animals other than service animals (for example: guide dogs) may not be allowed in public shelters.

• Carry a photo of your family pet to help search efforts in case it is lost.

Following a disaster, the Humane Society will look for and pick up lost animals, as well as put out food for them. They will also house or find foster care for animals waiting to be reunited with their families.

Have mom and dad thought about what we’ll do with Fido?
Drills

Part of your family emergency plan in preparing for a disaster is to have a plan in place if there is an earthquake or fire. You’ve learned earthquake and fire drills at school and practice them every year. Now is the time for you to practice them at home with your family.

Earthquake Drills
If there’s an earthquake you want to Drop, Cover and Hold On!

• Stay indoors until the shaking stops. The safest places are under a heavy table, desk, or against an inside wall.
• Do not panic and run outside during the shaking, as brick, glass, and other flying debris could be a greater hazard than those faced indoors.
• Stay away from heavy objects that could fall down on you, like bookcases, TVs, mirrors, and china cabinets.
• If you are in bed, stay there, hold on and protect your head. It’s good to have a sturdy pair of shoes nearby in case there’s broken glass around.
• If there is no table or desk near you, cover your face and head with your arms and crouch in a corner of the structure.
• If outdoors, get into the open, away from chimneys, signs, buildings, trees, and power lines.

Fire Evacuation Drills
What’s the plan? If there is a fire, has your family discussed how everyone will safely evacuate the home? What if you can’t get to the front door because of the fire? Do you have two ways out of every room? Do you have an emergency ladder in place if you have a bedroom upstairs? Where is your primary meeting place? Do you have a back-up in case the primary place isn’t safe?

Fires are unexpected events that can happen anywhere: at school, at home, in a store or shopping mall, or even in the outdoors in a forest or field. It is important to always know where the emergency exits are and to remember to be calm during a fire emergency.

Check with your parents.

• Do you have smoke alarms in your house? One in each bedroom and in the hallway? Are the batteries working?
• Do you have working fire extinguishers in your house? At least one in the kitchen & one in the garage?
• Do you have a carbon monoxide detector in your house?
Get a Kit

You’ve learned about the hazards and you’ve planned how to deal with them. Now it’s time for your family to get an emergency kit.

In the event of an emergency, many resources won’t be available. These may include grocery stores, hardware and convenience stores, as well as hospitals. This means it’s important for your family to keep a stock of emergency food, water, first aid, and other necessary supplies on hand to meet your family’s needs.

4 Kinds of Kits

1. Household Disaster Supply Kit (minimum of 3 days of supplies)
2. Grab & Go Kit (for evacuation)
3. Car Kit
4. Work Kit/Backpack Kit
Got to Eat...Got to Drink!

A person can survive weeks without food, but only a few days without water. Your family should store a minimum of 3 gallons of water per person (1 gallon of water per person per day for 3 days minimum). Remember your pets when planning how much water you will need! Pets need about a gallon a day as well.

How to Store Emergency Water

- Water should be stored in sturdy plastic bottles.
- If your family bottles water, change it every six months.
- If your family buys bottled water it should last 1-2 years. Label your bottles with the date purchased if not already marked with an expiration date.
- Water should not be stored near pesticides such as insect spray or petroleum products like gasoline or oil because the vapors penetrate through the plastic over time.

Other Emergency Supplies

In addition to food and water, your home supplies should include items to enable your family to cook, eat, and sleep outdoors or in a tent, if necessary, for several days. Your family’s camping supplies and barbecue equipment may fill this need. The next few pages include suggested supplies for your emergency kits. You can place additional items in the kit to suit your family’s needs.

To purify your water, boil it vigorously for 10 minutes, or add liquid bleach with 5.25% sodium hypochlorite (chlorine bleach) as its sole ingredient in these amounts:

<table>
<thead>
<tr>
<th>Water Amount</th>
<th>Chlorine Bleach if Water is Cloudy</th>
<th>Chlorine Bleach if Water is Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 quart</td>
<td>4 drops</td>
<td>2 drops</td>
</tr>
<tr>
<td>1 gallon</td>
<td>16 drops</td>
<td>8 drops</td>
</tr>
<tr>
<td>5 gallons</td>
<td>1 teaspoon</td>
<td>1/2 teaspoon</td>
</tr>
</tbody>
</table>

Wait 30 minutes. The water should have a slight chlorine smell; if it doesn’t, repeat dosage and wait 15 more minutes.
A disaster can dramatically disrupt the food supply at anytime. Trucks may be unable to make deliveries to restock grocery store shelves, and existing food and supplies will disappear quickly. It is important for your family to have at least a 3 day supply of food, beyond your normal in-house food supply. Don’t forget about food for your pets.

Choose foods that:

• Will be enjoyed by all.
• Require little or no cooking or water preparation.
• Require no refrigeration.
• Do not increase thirst (not overly salty).
• Meet dietary needs of infants, diabetics, or others with special needs.

How to Store Emergency Food

• Store your food in one place. You will want to have a supply ready that you can quickly take with you during an evacuation.
• Store food in a cool, dark, and dry place. Replace your food every 6-12 months, or as noted on packaging. Mark all food with an expiration date.
• Store food in airtight plastic or metal containers to protect against rodents and insects.
• Don’t store food next to oil or gas products because the chemicals can be absorbed into the food.
EMERGENCY SUPPLY LIST

Your family should plan on what you will need to eat, sleep, cook, and generally survive on your own, with or without the shelter and comfort of your home, for a minimum of 3 days.

Eating and Cooking
- Paper/plastic plates, cups, utensils
- Paper towels (can double as napkins)
- Manual can opener
- Alternate cooking source & fuel
- Chlorine bleach & eye dropper to purify water
- Pet food & leashes

Personal Health and Safety
- Soap, detergent, shampoo
- Toothbrush, toothpaste
- Medication
- Sturdy shoes
- Space blanket or sleeping bag
- Tent or other camping equipment
- Hearing aid batteries
- Dust masks
- Goggles or safety glasses
- Scissors

Sanitation
- Portable toilet or bucket with lid
- Toilet paper
- Disinfectant
- Feminine hygiene supplies
- Plastic garbage bags
- Twist ties
- Diapers & baby wipes

Tools
- Wrench (shut-off valves)
- 1/2” rope (20 ft)
- Duct tape
- Broom
- Shovel
- Axe
- Flashlight/headlamps
- Extra batteries
- Portable emergency radio
- Fire extinguisher (multipurpose)
- Heavy work gloves

Emergency Food
- Canned fruits, vegetables (the liquid in which they are packed can also be consumed)
- Canned meat, stew, pasta, soup
- Dried fruits
- Freeze-dried foods
- Dry cereal
- Crackers (low sodium)
- Canned tuna
- Granola bars
- Canned nuts (unsalted)
- Peanut butter
- Fruit or vegetable juices
- Powdered milk
- Tea bags, coffee, hot chocolate
- Baby food, formula/food for others on special diets
- Water (minimum of 1 gallon per person per day)
- Pet food

Does anyone in your family have any special supplies they may need? If there are small children or infants, they may have dietary needs and require special foods. Does anyone take any daily medications, need glasses or special equipment? Think about what special items you may need to add in your supply kits for everyone in your house.
FIRST AID SUPPLIES

These items are suggestions; your kit should be created to meet your family's needs. These items can be stored in a small tool kit or fishing tackle box.

**Bandaging**
- Band-Aids
- Ace bandages
- Butterfly bandages
- 2-3 rolled gauze (3”)
- Cotton-tipped swabs

**Medications**
- Hydrogen peroxide/betadine (to wash & disinfect wounds)
- Antibiotic ointment for dressing wounds
- Antacids
- Aspirin, Tylenol, Motrin, Benadryl (or other generic equivalents), liquid or chewable tablets for small children
- Diarrhea medicine
- Eye drops and eye wash
- Prescriptions from doctor for any long-term medications

**Other Supplies**
- Writing material (pens, pencils and paper)
- Scissors
- Tweezers
- Thermometer
- Cotton balls
- Bar soap
- Tissues
- Skin lotion
- Sunscreen lotion
- Paper cups
- Plastic bags
- Non-latex disposable gloves
- Instant cold packs for sprains and burns
- Emergency survival blankets
- Pocket knife
- Pre-moistened towelettes
- Splinting materials (boards, magazines, SAM splints)
- Triangular bandages (sling) with safety pins
- Waterproof matches
- First aid manual
BACKPACK, CAR, GRAB & GO KIT SUPPLIES

Backpack Kit (student)
Think about some items that would be easy to store and not take up much space.

☐ First aid kit
☐ Extra water
☐ Snack foods
☐ Emergency contact numbers
☐ Flashlight

Grab & Go Kit (family)
☐ Extra change of clothes
☐ Shoes
☐ Water
☐ Food bars
☐ Flashlight
☐ Form of identification
☐ Cash
☐ Medications
☐ Radio
☐ First aid kit
☐ Emergency contact number

Car Kit
☐ Battery-operated radio
☐ Flashlight & extra batteries
☐ Emergency survival blanket
☐ Booster cables
☐ First aid kit & manual
☐ Fire extinguisher
☐ Bottled water
☐ Snack bars
☐ Flares
☐ Gloves
☐ Sunscreen
☐ Cash
☐ Jacket
☐ Shoes
Let’s get our kits together!
Depending on the emergency, you may need to evacuate your home. Be prepared ahead of time with an emergency supply kit and a plan that can save lives. See if you can find your way through the maze below to safety. Make sure to grab the five most important items you should have in your emergency kit.
To: Chief Inspector ________________________________________
Subject: GR5 Assignment

Chief Inspector:

Your mission is to make sure that your family is ready and able to take on any emergency and survive. Many homes in the Bay Area are not ready, and we’re depending on you to help make sure that yours is prepared.

Your assignment is to:

1. Inspect your home for emergency supplies and readiness items.
2. Check your family’s emergency plans. If you don’t have a plan, lead your family in creating one.
3. Brief your family on what needs to be done to be emergency-ready.

This manual will act as your guide throughout your mission. It will become your family’s survival plan. Carry it with you whenever you are on the job.

We hope that you will read the entire GR5 student manual to learn all about emergency preparedness and the steps you can take together with your family to prepare and keep your family and the ones you care about safe. Please read carefully and do the activities on pages 24 – 32 with your family and household members. These pages are all marked with orange folders. If you find you have questions, review the GR5 student manual. Once you’ve worked with your family and have completed the Inspection Report on page 32, cut it out of your manual and bring only page 32 back to your classroom to turn in to your teacher. Your teacher will give you the due date for the Inspection Report.

Get started right away as emergencies and disasters are unexpected. You don’t know how much time you have to complete your mission!

Good Luck!
## Communications

**What is Your Family Emergency Communications Plan?**

This is a very important part of your emergency plan. How will you communicate with one another? Who is the emergency contact for the family? Does the whole family know who that person is? Do they live at least 200 miles away?

It’s important to pick someone who lives at least 200 miles away as chances are they may not be affected by the same disaster that you are experiencing.

The phone lines may be overwhelmed with 9-1-1 calls. How will you communicate if you don’t have telephones? Cell phones also may not work if the system is overloaded or if the towers are damaged. Discuss with your family so you have a plan in place.

### Family Emergency Communications Plan

<table>
<thead>
<tr>
<th>Local contact person</th>
<th>Phone (Home)</th>
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</table>
Pick your local and out-of-area emergency contacts and fill in the information on these cards. Each family member should carry a card with them.

<table>
<thead>
<tr>
<th>Important Contact Numbers</th>
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</tr>
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<tbody>
<tr>
<td><strong>Dial 9-1-1 for Emergencies</strong></td>
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</table>
Know How to Turn Off the Utilities

It is important to make sure your home is safe. In an emergency, your parents, and possibly even you, need to know how and when to turn off the utilities, like the electricity, gas, and water. Discuss with your family what everyone’s role is in regards to utilities and emergencies.

Gas
When do you turn off the gas? **Ask your parents what your role and safety plan should be with the gas shut-off meter or propane tank.** The same rules apply for a natural gas meter as well as a propane tank: You will turn off the gas ONLY if you smell or hear the gas leaking.

Do you have a utility wrench nearby to use for turning off the gas? Have your parents tested the shut off valve lately to see if the gas valve moves? If the gas gets turned off, do NOT turn it back on. Only a licensed contractor or PG&E technician can turn it back on. Make sure to ask your parents what they want you to do if there is a suspected gas leak. Turn it off or leave immediately?

Water
Water may be turned off at either of two locations:

1. Water main leading into the house (first choice since it’s easy access).
2. Main meter box (by the street) which controls the flow to the entire property.

Electricity
Turn off the electricity at the main electrical panel if there is a problem like sparking or arcing wires.

Ask your parents:
- Do they know how to turn off the utilities?
- Is there a wrench ready to turn off the gas meter/propane tank?
Map Your Home

With the help of your family, draw a mini-map of your home. Sketch the walls of the rooms. Use a pencil. It doesn’t need to be perfect!

Plan two escape routes from each bedroom in your home. Add these escape routes to your mini-map using dotted lines. If you have colored pencils, draw the lines in red and blue as shown in the example below.

Note where your family’s emergency supplies are stored and where your utility shut-offs are located.
MAP YOUR HOME

Did you identify your:

☐ escape routes
☐ emergency supplies
☐ meeting locations
☐ utility shut-offs
What are some of the types of disasters and topics of disaster preparedness we’ve discussed so far? Circle the words in the word search puzzle.

**GET READY NOW**

<table>
<thead>
<tr>
<th>communications</th>
<th>drills</th>
<th>earthquake</th>
<th>emergency</th>
</tr>
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<tbody>
<tr>
<td>evacuate</td>
<td>first aid kits</td>
<td>flashlight</td>
<td>flood</td>
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<tr>
<td>food</td>
<td>information</td>
<td>kit</td>
<td>pets</td>
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<tr>
<td>plan</td>
<td>radio</td>
<td>shoes</td>
<td>storm</td>
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<tr>
<td>tsunami</td>
<td>utilities</td>
<td>water</td>
<td>wildfire</td>
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</tbody>
</table>
Get Involved

There are many ways you can get involved in your community, help spread the word about the importance of emergency and disaster preparedness—and have fun too!

- Take a disaster preparedness course. Contact your city to find classes and dates.
- Take an American Red Cross first aid class at www.redcrossbayarea.org.
- Become a Red Cross Youth Services Volunteer.
- Become a Community Youth Leader.
- Start a club at school (Disaster Preparedness Club, American Red Cross Club, etc.).
- Find out about your local community emergency response team (CERT). Take the CERT training and/or consider joining an existing neighborhood team. Visit www.citizencorps.gov/cert to find a team near you.

When and Where Will the Next Disaster Happen?

We can’t predict when or where the next disaster will happen, but we do know that when the time comes the families and individuals that have taken even a few steps to get prepared are more confident and secure with their ability to get through it.
This is your final inspection of your home to see if you and your family are prepared. Mark each question and present your findings to your family when you are done.

Family Inspected_________________________________     Date_________________

I have evaluated our disaster preparedness in case of a major emergency. Below are my findings.

1. We have an emergency plan and everyone knows it.  yes  no
2. We have an evacuation plan and have practiced it.  yes  no
3. We have enough stored water for each of us for at least 3 days.  yes  no
4. We have emergency food for my family for at least 3 days, kept in a secure container.  yes  no
5. We have a first aid kit in our emergency supply kit.  yes  no
6. We have a flashlight, and extra batteries, in our emergency supply kit.  yes  no
7. We have a battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both.  yes  no
8. We have a Grab & Go Kit all ready in case we need to evacuate.  yes  no
9. We know the locations of our utilities, as well as how and when to safely turn them off.  yes  no

To become more prepared, I suggest we take the following actions:

________________________________________________________________________
________________________________________________________________________

If you have any questions, please contact me.

Sincerely,

_____________________________________  ___________________________________
Chief Inspector, GR5  Parent/Guardian

Cut this page out of your manual and return it to your teacher once completed.
Doodle your own emergency preparedness icons: food, scissors, hard hat, Grab & Go Kit, pencil, clip board, what else?
Fire Preparation Checklist

Protecting lives from fire
- We have at least one fire extinguisher in our home (preferably 2-A; 10-B:C) and know how to use it.
- We change the batteries in our smoke detectors when we change our clocks.
- We are familiar with the evacuation routes in our neighborhood.
- 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.
- We have trimmed low and overhanging tree branches.
- We keep the grass cut at least 100 feet from our home, as required by law.
- We will not plant highly flammable plants in our yard.
- We have garden hoses connected to all outside faucets.
- We do not store firewood near the house.

Home maintenance
- Our house numbers are large, contrasting colors and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-retardant.
- We keep leaves & debris out of our rain gutters.
- If we remodel or build, we will incorporate fire-resistive building practices and materials including sprinklers.

Earthquake Preparation Checklist

Home preparedness
- We have stored emergency food and water and other supplies.
- We keep mini-survival kits in our cars.
- We keep mini-survival kits at our workplaces.
- We know the location of our utility valves and know how to shut them off. We have attached the necessary tools to the shut-off valves.
- We have done a home hazard hunt and corrected any hazards which we found.

Emergency Supply Checklist

We have stored the following emergency supplies:
- Food for family members and pets for 3 days. Grocery stores may be closed for days while employees clean up aisles. Trucks may be unable to make deliveries to restock shelves. Existing stock will disappear quickly.
- A minimum of 3 gallons of water per person (1 gallon per person per day for 3 days). The more water you can store, the better off you will be.
- ____ people in household x 3 gals = ___ gals (absolute minimum) needed.
- Cash and coins
- First aid items
- Flashlight, radio, tools, sanitation supplies
- Emergency shelter
- Camping gear; tent, lanterns, sleeping bags, stove can double as emergency equipment; if possible, store it with your other emergency supplies.
- Car and workplace mini-survival kits
- Prescription medications
- Fire extinguisher
- Sanitary supplies
- Health and safety supplies
- Cooking equipment and eating utensils

Personal Disaster Plan Checklist

- We have conducted family fire and earthquake drills.
- We know two ways to evacuate our neighborhood by vehicle and on foot.
- Family members know where to meet for family reunification after a disaster.
- We have designated an out-of-area relative or friend as our emergency contact and have instructed family and friends to contact that person to inquire about our safety.
- We carry our contact’s phone number in our wallets.
- We have inventoried our belongings and home furnishings.
- We have taken steps to protect our family’s vital documents.
- We know our child’s school emergency plan and hold/release policy.
- My child (if so instructed by the school) has a comfort kit in the school’s emergency supply storage.
For an Earthquake:
➔ Drop, Cover and Hold On until shaking stops.
➔ Check for injuries.
➔ Check for damaged gas, electric and water lines.
➔ Shut off utilities only if damage is suspected.
➔ Check for structural damage.
➔ Check with neighborhood coordinator or listen to the local emergency broadcast radio stations KCBS 740 AM or 106.9 FM and KGO 810 AM.
➔ Check on neighbors.
➔ Prepare for aftershocks.
➔ Keep street clear for emergency vehicles.
➔ Listen to radio and stay off the phone.
➔ Retrieve your emergency supplies and Emergency Preparedness Handbook for additional information.

For a Wildland Fire:
➔ Stay calm - keep family together.
➔ Alert your neighbors.
➔ Check with neighborhood coordinator or listen to the local radio emergency broadcast stations KCBS 740 AM or 106.9 FM and KGO 810 AM.
➔ Keep flashlight and portable radio with you at all times.
➔ Dress in cotton or wool long pants, long sleeved shirt, gloves, hat, goggles, carry dry towel or bandana against smoke
➔ Confine pets.
➔ Follow evacuation instructions from public safety officials or emergency broadcast radio.
➔ Be ready to leave on foot or bicycle in order to keep roads clear for emergency vehicles.
➔ If time permits:
   • Close windows, blinds, doors.
   • Remove curtains and drapes.
   • Shut off gas.
   • Place a ladder against the house on the side away from the fire.
   • Attach garden hoses to spigots.

Evacuation Priority List
Before the need to evacuate arises, note the most important items to be taken with you. List only those that can be hand carried and easily gathered. For example: Family heirlooms, important documents and computer files, clothing, disaster supply kit.

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Schedule for Maintenance

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<tr>
<td>Every six months:</td>
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<td>Check and replace as needed:</td>
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| batteries for flashlights, smoke detectors, radios. | ____________
| Review family drills, including memorizing contact numbers. | ____________
| Every year: |
| Rotate water supply. | ____________
| Rotate canned goods. | ____________
| Update parent release forms. | ____________
| Meet with neighborhood disaster organization. | ____________
| Every two years: |
| Replace emergency medications. | ____________
| Replace water purification. | ____________
| Update family immunizations. | ____________
| Update personal property inventory. | ____________
| Update insurance policies. | ____________
| Every three years: |
| Replace non-fat dry milk. | ____________
| Replace freeze-dried foods. | ____________ |
Family Reunification Procedures and Meeting Spots

Decide where your family will reunite if separated.

- Establish two or three reunion locations (for example, the nearest park, a friend’s or relative’s home, community center).
- If children become stranded tell them to go to the local Police/Fire Station.
- In the event of a major disaster, the Red Cross will compile a list of missing persons to aid in locating missing family members or friends. The Red Cross may be able to assist families separated by disaster.
- Reinforce that the out-of-area contact can be the conduit in helping family members reunite.

Family Emergency Communications Plan

Dial 9-1-1 for Emergencies!

Local contact person: _______________________
Phone (Home) ____________________________
(Work) _________________________________
(Cell) __________________________________

Out-of-area contact person: _______________________
Address _________________________________
Phone (Home) ____________________________
(Work) _________________________________
(Cell) __________________________________
Neighborhood meeting place: ________________
Neighborhood meeting place, back up: ______________

Other important numbers: _______________________
______________________________________________________________________
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Important Contact Numbers

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<tr>
<td>American Red Cross</td>
<td>415-427-8000</td>
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School Authorization

Become familiar with your schools’ emergency communication procedures including student reunification policies. Parents/guardians will be directed by school or public safety officials to a specific pick-up location. Students will be released ONLY to parent/guardians or others who are listed as emergency contacts on your emergency contact form and who present a picture ID.

The outer cover of this manual has been designed to be used as a starting point in creating your family emergency plan. Work together to complete this worksheet. Remove the outer cover of the student manual and then place it on your refrigerator or family bulletin board for easy reference during an emergency.