

# EMERGENCY PREPAREDNESS GUIDE



Protecting Your Family



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Emergency preparedness is critical to ensure the health and safety of you and your family. Second Harvest, PG&E and KSBW have all played a key role in disaster response throughout Santa Cruz County and want you to be prepared.



## BE PREARED

This Family Emergency Plan is created to help you plan ahead for emergencies. Please take a few minutes to fill in the forms below, print them out and review them with your family, so that when the unthinkable happens you are prepared. Follow these three steps:

- ① Make an emergency plan.
- ② Prepare an emergency kit.
- ③ Stay informed about current conditions.

### ① MAKE YOUR EMERGENCY PLAN

Earthquakes, fire, flood or other disaster each require immediate response. Planning ahead and practicing your response will help you react quickly. Planning ahead includes taking some time to collect emergency contact information, family medical information, key telephone numbers, and insurance information. On the next few pages, you will find space to compile this information. In addition, on page 9 you can create a wallet-sized version of the plan to keep on you in case of emergency.

In the event of an emergency evacuation, if there is a loss of communications and you and/or your family is separated from one another, decide on a safe place to meet (home, school, workplace, etc.) and discuss the travel route that you will most likely use.

If you are asked to evacuate your home or business, follow these steps before leaving:

- Park your evacuation vehicle heading toward the street and travel route.
- Close the evacuation car windows, but do not lock the car or leave the keys in the ignition.
- Turn off natural gas at the meter.
- Disconnect the propane tank.
- Close or cover any outside vents and shutters.
- Close the garage door, but leave it unlocked (disconnect the automatic garage door opener).
- Remove combustible items from around the building.

**Take some time to practice your response to each of the following emergencies.**

#### EARTHQUAKES

- Find a few safe places to go in and near your house where nothing can fall on you.
- Decide on a safe place to meet outside the house and an alternative after the earthquake.
- Make your house more 'earthquake-safe:' make sure that cupboards can close tightly, bolt heavy bookshelves and furniture to wall studs, secure items that might fall.
- Remember (and practice) how to 'Drop, Cover, and Hold On.'



- Install smoke alarms on each level of your home and check to make sure they work at least once every 6 months. Replace batteries when needed.
- Make at least two escape routes from your house and practice them with your whole family at least twice every year.
- All adults in the house should know how to use a fire extinguisher. Make sure the extinguisher is regularly serviced by an approved service provider.
- Pick a safe place to meet outside the house in the event of a fire.
- Make sure everyone in the house knows that they must get out immediately after an alarm.

## FLOODS



- If it has been raining steadily for several days, pay attention to TV and radio for the possibility of a flood.
- If there is a flood WATCH, there is the possibility of a flood.
- If there is a flood WARNING, the flood is already happening or will soon happen.
- In the case of a flood watch, make sure that you have an emergency kit prepared and a full gas tank in the event of an evacuation.
- Keep instructions on how to turn off your utilities in case you are evacuated: water, gas and emergency.

Fill in the blanks so you know who to contact in an emergency.

YOUR EMERGENCY CONTACTS			
Local		Out of Town	
Name		Name	
Address		Address	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	
Email		Email	
Additional Contact		Additional Contact	
Name		Name	
Address		Address	
Home Phone		Home Phone	
Work Phone		Work Phone	
Cell Phone		Cell Phone	
Email		Email	

## YOUR NEAREST HOSPITAL / CLINIC

Name	
Address	
Home Phone	

Name	
Address	
Home Phone	

Keep a copy of your vaccination records with this document.

YOUR FAMILY MEMBERS INFO	
Name	
Social Security #	
Blood Type	
Allergies	
Medicines and Doses	
Medical Conditions	
Name	
Social Security #	
Blood Type	
Allergies	
Medicines and Doses	
Medical Conditions	
Name	
Social Security #	
Blood Type	
Allergies	
Medicines and Doses	
Medical Conditions	
Name	
Social Security #	
Blood Type	
Allergies	
Medicines and Doses	
Medical Conditions	
Name	
Social Security #	
Blood Type	
Allergies	
Medicines and Doses	
Medical Conditions	

YOUR DOCTORS	
Family Member's Name	
Doctor's Name	
Address	
Phone	
Family Member's Name	
Doctor's Name	
Address	
Phone	
Family Member's Name	
Doctor's Name	
Address	

Phone	
Family Member's Name	
Doctor's Name	
Address	
Phone	
<b>YOUR PHARMACY</b>	
Name	
Address	
Phone	

<b>YOUR PETS' VETERINARY HOSPITAL / CLINIC</b>	
Pet's Name	
Medicines and Doses	
Vet's Name	
Address	
Phone	
Pet's Name	
Medicines and Doses	
Vet's Name	
Address	
Phone	

<b>SCHOOL / CHILDCARE CENTER</b>	
Family Member's Name	
School / Childcare's Name	
Address	
Phone	
Family Member's Name	
School / Childcare's Name	
Address	
Phone	
<b>ELDERCARE CENTER</b>	
Family Member's Name	
Eldercare's Name	
Address	
Phone	

<b>MEDICAL INSURANCE</b>	
Name	

Policy Number	
Address	
Phone	
<b>HOME INSURANCE</b>	
Name	
Policy Number	
Address	
Phone	
<b>LIFE INSURANCE</b>	
Name	
Policy Number	
Address	
Phone	
<b>AUTO INSURANCE</b>	
Name	
Policy Number	
Address	
Phone	

## ② PREPARE YOUR EMERGENCY KIT

Plan to be self-sufficient for at least three days in the absence of electricity, potable water, gas or transportation. Rotate your items out every 6 months to maintain freshness. Try to keep most emergency kit items in one portable container. Suggested items for your emergency kit:

### Food, Water and Cooking Supplies

- 3 gallons of water/person or pet in clean, sealed plastic containers
- Non-perishable canned foods
- Protein and fruit bars
- Dry cereal, nuts and crackers
- Canned juices
- Powdered milk or cans of evaporated milk
- Baby food/formula
- Pet food, medications, leash and water bowl
- Manual can opener
- Disposable plates and silverware
- Paper towels
- Sterno
- Matches in waterproof container
- Plastic bags
- Knife

### Shelter Supplies

- Tent
- Sleeping bags or blankets
- Sewing kit
- Plastic sheeting

### First Aid Kit

- Adhesive bandages, gauze pads, and sterile rolled bandages
- Soap/alcohol-based sanitizer
- Moist towelettes
- Antibiotic ointment
- Over-the-counter treatments for fever, pain, diarrhea, coughs and colds
- Syrup of Ipecac, activated charcoal iodine or bleach tablets
- Dust mask for each family member
- Sun block

### Safety Supplies

- Copy of emergency plan for each family member
- Photograph of all family members
- Whistle
- Flashlight
- Batteries
- Battery-powered radio
- Pre-paid calling cards for each family member
- Cell phone and charger
- Road maps

### Personal Items

- Toiletries
- Change of clothes and shoes for each family member
- Baby supplies – diapers, bottles, etc.
- Disinfectant toiletries
- Feminine hygiene supplies
- Prescription medicines and vitamins
- Rain gear, hats, gloves
- Extra pairs of prescription glasses for each wearer
- Dentures and hearing aids

### Emergency Recovery Essentials

- Cash, checkbook and a credit card
- Extra keys for house and car
- Copies of birth certificates, health information, vaccination records, drivers license, identification, passports, insurance information for each family member in a waterproof container and/or on a USB drive
- Copies of property deeds, tax papers and marriage license in a waterproof container and/or on a USB drive

## ③ STAY INFORMED ABOUT CURRENT CONDITIONS IN AN EMERGENCY, CALL 911

EMERGENCY RESOURCES IN THE SANTA CRUZ COUNTY AREA		
Law Enforcement (Non-emergency)	Police-City of Capitola	(831) 475-4242
	Police-City of Santa Cruz	(831) 471-1131
	Police-City of Scotts Valley	(831) 438-2323
	Police-City of Watsonville	(831) 471-1151
	Santa Cruz County Sheriff	(831) 471-1121
	California Highway Patrol Dispatch for Santa Cruz County	(831) 662-0511
Fire Districts (Non-emergency)	Aptos / La Selva	(831) 685-6690
	Capitola, Live Oak & Soquel	(831) 479-6842
	Santa Cruz	(831) 420-5280
	Scotts Valley	(831) 438-0211
	Watsonville	(831) 768-3200
Medical	Dominican Hospital, Santa Cruz	(831) 462-7700
	Watsonville Community Hospital	(831) 724-4741
	Poison Control	(800) 662-9886
Utilities	Pacific Gas and Electric	(800) 743-5002
	AT&T California	(800) 288-2020
	COMCAST	(800) 266-2278
	VERIZON	(800) 483-0722
Food	Second Harvest Food Bank Community Food Hotline	(831) 662-0991
Emergency Communications	KSBW8	(831) 785-8888
Road Conditions	Caltrans	(800) 427-7623
	Santa Cruz County Public Works	(831) 477-3999
County	Santa Cruz County Office of Emergency Services	(831) 458-7150
	Santa Cruz County Public Health Department	(831) 454-4000
Other Resources	American Red Cross, Santa Cruz Co. Chapter	(831) 462-2881

## **WALLET-SIZED EMERGENCY PLAN**

Fill in the forms below to create a wallet-sized emergency plan. Then fold and trim the cards so that you and your family can keep the plan handy.

<b>ADDITIONAL PHONE NUMBERS AND INFORMATION</b>	
<hr/> <b>FAMILY EMERGENCY PLAN</b> <hr/>	
Emergency Contact Name:	
Home Phone:	Work:
Cell Phone:	
Out-of-Town Contact Name:	
Home Phone:	Work:
Cell Phone:	
Neighborhood Meeting Place:	
Telephone:	

<b>ADDITIONAL PHONE NUMBERS AND INFORMATION</b>	
<hr/> <b>FAMILY EMERGENCY PLAN</b> <hr/>	
Emergency Contact Name:	
Home Phone:	Work:
Cell Phone:	
Out-of-Town Contact Name:	
Home Phone:	Work:
Cell Phone:	
Neighborhood Meeting Place:	
Telephone:	

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<b>ADDITIONAL PHONE NUMBERS AND INFORMATION</b>	
<b>FAMILY EMERGENCY PLAN</b>	
Emergency Contact Name:	
Home Phone:	Work:
Cell Phone:	
Out-of-Town Contact Name:	
Home Phone:	Work:
Cell Phone:	
Neighborhood Meeting Place:	
Telephone:	