

San Diego County Office of Emergency Services

# Family Disaster Plan and Personal Survival Guide



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## I. PREPARATION

### Family Meetings

At least once a year, have a meeting with your family to discuss and update your disaster plan. Determine what additional training, equipment, and supplies are needed. Practice! Occasional drills can improve reaction time and help to avoid panic in an actual emergency.

- A.** Know how and where to shut off utilities.

Location of Main Water Valve: \_\_\_\_\_

Location of Gas Valve\*: \_\_\_\_\_

Location of Wrench: \_\_\_\_\_

Location of Garage Door Manual Override: \_\_\_\_\_

Location of Other Utilities: \_\_\_\_\_

\* Do not shut off gas unless you suspect a leak exists.

- B.** On a separate sheet of paper, draw a floor plan of your home showing the location of exit doors and windows, utility shutoffs, first aid kit, and emergency supplies. Ensure EVERYONE in your household is familiar with it. Show it to babysitters and house guests when you're going away.

- C.** Reunion locations: Establish two places where you and your family can meet following an emergency. One immediately outside of your home, e.g. a neighbor's mailbox, or community park **AND** another site outside of your immediate community in case you are unable to return home.

Home Location: \_\_\_\_\_

Away-from-Home Location: \_\_\_\_\_

- D.** Out-of-State Contact: Name and telephone number of a person outside of the state for family members to call and report their location and condition. Everyone should memorize this number!

Name: \_\_\_\_\_

Location: \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

- E.** What is your child's school disaster policy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are medical consent forms for your children complete and current? \_\_\_\_\_

Where are they located? \_\_\_\_\_

- F.** Assemble a Home Emergency Supply Kit. Store it in a convenient and accessible location. See Section VII for details on what to put inside your Home Emergency Supply Kit.

Location of Home Emergency Supply Kit: \_\_\_\_\_



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## II. TRAINING

**A.** Learn how to protect yourself from falling objects, smoke, fire, toxic fumes, etc.

**B.** Learn First Aid/CPR

Person(s) Trained:

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_

## III. BEFORE A DISASTER

There are many different kinds of disasters, such as earthquakes, fires, floods, airplane crashes, chemical spills, and explosions, which seldom give warning and can be equally devastating to their victims. Although this guide is primarily about earthquake preparation, the steps you take will help your family prepare for any type of disaster that could strike in your community. For additional information on local disaster preparedness for your home, school, and business visit [www.ReadySanDiego.org](http://www.ReadySanDiego.org).

**A.** Register your cell phone, Voice over Internet Protocol (VoIP) phone, and email address with AlertSanDiego.

**B.** Inspect your home. Identify potential hazards and evacuation routes.

**C.** Secure water heater and tall or heavy furniture to wall studs.

**D.** Move heavy items to lower shelves.

**E.** Install clips, latches and other locking devices on cabinet doors.

**F.** Provide strong support and flexible connections on gas appliances.

**G.** Remove or isolate and secure flammable materials.

**H.** Review and practice this plan.



Listed and unlisted landlines are already registered. Registering makes it more likely that you will receive an emergency notification. Registration is quick and simple at [www.ReadySanDiego.org](http://www.ReadySanDiego.org).

## IV. DURING AN EARTHQUAKE

**A.** If you are indoors **STAY THERE**. Move away from windows, book cases, and high/overhanging shelves. Get under a sturdy table or desk and hold onto it. Be prepared to move with it and **HOLD** that position until the shaking stops and it is safe to relocate. If there is no desk or table to get under, brace yourself in an interior corner. Watch for falling, flying and sliding objects, and be especially careful around windows, as they can shatter during an earthquake.

**NOTE:** *If you are in a mobile home which is resting on A-Frame supports, get on top of the bed or sofa and cover your head and face. If a mobile home slips off the supports they may penetrate the flooring and cause injuries.*

**B.** If you are outdoors, move to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall.

**C.** If you are in an automobile, stop and stay in it until the shaking ends. Avoid stopping near trees and power lines or on or under overpasses or bridges.

**D.** If you are in a multi-level building, get under a desk and hold on, or crouch next to an interior wall until the shaking stops. **DO NOT USE THE ELEVATOR TO EVACUATE**. Use the stairs.

**E.** If you are in a store, get under a table or any sturdy object. Avoid stopping under anything that could fall. **DO NOT RUN FOR THE EXIT**. Choose your exit carefully.

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## V. IF YOU EVACUATE

### A. Take with you:

- Medicines and first aid kit
- Flashlight, radio and batteries
- Important documents and cash
- Blankets and extra clothes
- Personal sanitary items
- Any additional items you feel are necessary (e.g. photos, heirlooms, jewelry, etc.)

### B. Make arrangements for pets

## VI. AFTER A DISASTER

### A. Put on heavy shoes immediately to avoid injury from stepping on glass.

### B. Locate a light source, such as a flashlight, if necessary.

### C. Check for injuries and administer first aid.

### D. Check for fires and fire hazards.

- Sniff for gas leaks, starting at the hot water heater. If you smell gas, hear a hissing sound or suspect a leak, turn off the main gas valve, open the windows and carefully leave the house. **DO NOT TURN LIGHTS ON OR OFF. DO NOT STRIKE MATCHES.**

**NOTE:** Do not shut off the gas unless you suspect a leak exists. Only the gas company can restore service.

- If necessary, turn off the electrical system at the main circuit breaker or fuse box.

### E. Check on your neighbors.

### F. Listen for advisories using a battery powered radio. The primary Emergency Alert System station for San Diego County is KOGO AM 600. The secondary station is KLSD AM 1360.

### G. Do not touch downed power lines or objects touching downed wires. Do not stand in water near downed lines.

### H. Remove fallen debris that may cause personal injury.

### I. Assess house, roof, and chimney for damages.

### J. Do not use the phone except in emergencies. Only call 911 for life threatening emergencies. Have a plug-in analog phone in case the power is out, but phone lines are still working.

### K. For general and updated disaster information, call 211.

### L. Be prepared for aftershocks.

### M. Open closets and cupboards carefully because items may have fallen or become rearranged.

### N. Cooperate with public safety officials.



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**O.** Be prepared to evacuate when/if necessary.

**P.** DO NOT GO SIGHTSEEING!

## VII. HOME EMERGENCY SUPPLIES

This list contains items usually available in your home. It is recommended that they be organized and located together for easy access during an emergency. Your emergency supplies should be sufficient to sustain you, your family and pets for a **minimum of 72 hours**. A two (2) week supply of prescription and necessary over-the-counter medications is recommended.

### Basic

- Water\* – minimum of 1 gallon per person per day
- Non-Perishable Foods\*
- First Aid Kit and Manual
- Can opener – non-electric
- Watch or clock – non-electric
- Plug-in analog telephone
- Cash
- Important documents
- Activity items for adults (e.g. deck of cards) and kids (e.g. coloring books with crayons)
- Blankets or sleeping bags for each member of the family
- Radio – portable, with spare batteries
- Prescription and over-the-counter medications\*
- Additional equipment – glasses, dentures, hearing aids
- Flashlight – spare batteries and light bulb
- Fire extinguisher – multipurpose labeled “ABC”
- Whistle
- Dust mask

\*Rotate food, water, and medications as necessary. Remember to consider household members with unique needs: infants, elderly, disabled, allergies. Avoid salty foods, as they will make you thirsty.

### Water Tips

The best option is to store drinking water prior to a disaster, in appropriate containers. If purified water is not available, water should be boiled for 1 full minute, keeping in mind that some water will evaporate. Let the water completely cool before use.

### Sanitation Supplies

- Large plastic trash bags for waste, sanitation, and protection
- Pre-moistened towelettes
- Hand soap and liquid detergent
- Shampoo
- Toothpaste & toothbrush
- Feminine supplies
- Infant supplies
- Toilet paper and paper towels
- Deodorant

### Safety

- Knife, razor blade, and multipurpose tool
- Heavy gloves for each adult
- Clothes – complete change for each family member  
(Preferably long pants and long sleeves for protection)
- Heavy shoes for each family member



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## Cooking

- Plastic bags - various sizes, sealable
- Paper plates, plastic utensils, paper towels
- Pots (cooking) - at least two
- Barbecue or gas grill; charcoal and lighter or propane (**for outdoor use only**); Sterno® stove

## Pets

- Carrier
- Food
- Medications
- Important documents such as vaccination records and license information
- Collar with ID tag and harness or leash
- Water
- Sanitation items – Litter and litter box if appropriate

## Car Survival Kit

- Non-perishable food
- Flares
- Bottled water
- First Aid Kit and Manual
- Fire extinguisher
- Blanket
- Sealable plastic bags
- Flashlight with batteries
- Tools and rubber hose
- Critical medications
- Pre-moistened towelettes and tissues
- Extra clothing

## VIII. IMPORTANT TELEPHONE NUMBERS

**USE "911" FOR LIFE THREATENING EMERGENCIES ONLY**

NON-EMERGENCY FIRE DEPARTMENT: \_\_\_\_\_

NON-EMERGENCY LAW ENFORCEMENT AGENCY: \_\_\_\_\_

PRIMARY DOCTOR: \_\_\_\_\_

GAS COMPANY: \_\_\_\_\_

ELECTRIC COMPANY: \_\_\_\_\_

WATER COMPANY: \_\_\_\_\_

OUT-OF-STATE CONTACT: \_\_\_\_\_

POISON CONTROL: (858) 715 – 6300 \_\_\_\_\_

OTHER: \_\_\_\_\_



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## IX. Practice Your Plan as a Family

- A.** Practice helps people feel less disoriented and better organized in case of a disaster – even in the middle of the night.
- B.** Make sure your family knows where to locate fire extinguishers, gas and water valves, and the main circuit breaker.
- C.** Update your Family Disaster Plan every year.
- Verify the telephone numbers and personal information of everyone listed in the plan.
  - Print updated copies for all the members of your family.
- D.** In case of emergency, you should know the school’s disaster plan.
- Determine what is required to release your child to your representatives if you cannot get there yourself.
  - Ensure that the school knows your current contact information and those people authorized to pick up your child.
- E.** Check the contents of your emergency kits.
- Change the batteries in your flashlights and portable radio; replace spare batteries.
  - Replenish your emergency kits. Replace bottled water; ensure that all food is still safe to eat and that medications have not expired.

Every family member should carry a copy of this important information:

### EMERGENCY CONTACT INFORMATION

Out-of-State Contact

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Neighborhood Meeting Place:  
\_\_\_\_\_

Out-of-Area Meeting Place:  
\_\_\_\_\_

Call 2-1-1 for shelter information

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## NOTICE:

The information presented in this brochure is believed to be accurate and of practical value in preparing for a disaster, however, no guarantee can be given that the guidance presented will provide protection.

The County of San Diego, the San Diego County Office of Emergency Services, the Unified San Diego County Emergency Services Organization, the Unified Disaster Council and each organization's officers, employees, and agents, assume no legal liability for the accuracy, completeness, or usefulness of any information, product, or process disclosed herein, or for any injuries or damages arising from any disaster or occurrence giving rise to the use or application of the information, products or processes described or disclosed herein.



**County of San Diego Office of Emergency Services**

**Phone:** (858) 565-3490

**Website:** [www.ReadySanDiego.org](http://www.ReadySanDiego.org)

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**PREPAREDNESS STARTS WITH YOU!**

