



# Disaster Preparedness Checklist

It is important to prepare for emergencies such as terrorism, fire, hazardous materials spills, power outages or natural disasters, such as earthquakes. Scientists report that there is a **high** probability that California will be rocked by an earthquake with a magnitude of **6.7 or larger** in the next 30 years.







**Below are safety tips to help you prepare for earthquakes and other disasters**

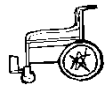
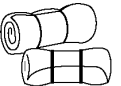
## AWARENESS

Awareness about the safety risks in your home and workplace and by following these preparedness measures will help to reduce deaths, injuries and property damage. Organize your household to be prepared for the next earthquake or disaster and encourage the commitment of every family member.

## EMERGENCY KIT

Assemble a family emergency kit that will last at least 3 days and include the following:

- |   |   |   |
|---|---|---|
|    | <input type="checkbox"/> Water (1 gallon per person per day)        | <input type="checkbox"/> Shovel                           |
|   | <input type="checkbox"/> Radio (separately packaged batteries)      | <input type="checkbox"/> Dust mask                        |
|   | <input type="checkbox"/> Flashlight (separately packaged batteries) | <input type="checkbox"/> Gloves (with leather palm)       |
|   | <input type="checkbox"/> Rain gear (lightweight)                    | <input type="checkbox"/> Eye protection/sunglasses        |
|   | <input type="checkbox"/> Blankets & warm clothing                   | <input type="checkbox"/> Writing kit                      |
|    | <input type="checkbox"/> Food (non-perishable, canned)              | <input type="checkbox"/> Copies of important documents    |
|   | <input type="checkbox"/> Can opener (non-electric)                  | <input type="checkbox"/> Waterproof sack/bag              |
|   | <input type="checkbox"/> Shoes (sturdy)                             | <input type="checkbox"/> Bleach (household unscented)     |
|   | <input type="checkbox"/> First Aid Kit                              | <input type="checkbox"/> Whistle                          |
|   | <input type="checkbox"/> Cellular phone                             | <input type="checkbox"/> Sleeping bag                     |
|   | <input type="checkbox"/> Fire extinguisher                          | <input type="checkbox"/> Money (small bills/credit cards) |
|   | <input type="checkbox"/> Crowbar                                    | <input type="checkbox"/> Medication                       |
|   | <input type="checkbox"/> Tool Kit                                   | <input type="checkbox"/> Eyeglasses / Contact Lenses      |
|   | <input type="checkbox"/> Hygiene Kit                                | <input type="checkbox"/> Hearing aids                     |
|   | <input type="checkbox"/> Plastic garbage bags                       | <input type="checkbox"/> Walking stick/cane/walker        |
|  | <input type="checkbox"/> Eating utensils                            | <input type="checkbox"/> Disabled people's special needs  |
|   | <input type="checkbox"/> Clothing (extra)                           | <input type="checkbox"/> Infant Needs                     |
|   | <input type="checkbox"/> Duct tape                                  | <input type="checkbox"/> Pet Needs                        |



## REDUCE HOME HAZARDS

Relocate, secure, store or eliminate items that may become a hazard during an emergency:

- Move large heavy objects to lower shelves.
  - Hang pictures and mirrors away from beds and sofas.
  - Fasten shelves and bookcases securely.
  - Brace overhead light fixtures.
  - Properly strap water heater to wall studs.
  - Repair cracks in ceilings and foundations around the home.
  - Secure other heavy items that may move or fall during an earthquake.
  - Clean and repair chimney flue, vent connectors and gas vents.
  - Repair leaky gas connections and defective electrical wiring.
  - Store weed killers, pesticides and flammable liquids in proper containers with tight fitting lids.
  - Put oily rags in metal containers with tight-fitting lids, not in a pile where they can spontaneously ignite.
  - Dispose of hazardous materials properly.
- (For information, call Santa Clara County Haz Mat Collection Program at 1.408.299.)

## RESPONDING DURING AN EARTHQUAKE

- SAFE - Duck under sturdy tables/desks, brace under doorway or crouch into a corner
- DANGEROUS - Near windows, mirrors, hanging objects, fireplaces and tall furniture.

## UTILITIES

- Learn how to locate and shut-off (if necessary) water, gas and electricity.



## FIRST AID/CPR

In the event of a disaster, emergency response services will be overloaded. Be Prepared! Learn first aid and CPR. For information about classes, call your local fire department or visit the following websites:

American Heart Association: [www.americanheart.org](http://www.americanheart.org)

American Red Cross: [www.redcross.org](http://www.redcross.org)

## EMERGENCY PLAN

- Create an evacuation plan that includes two exits out of every room in the home.
- Designate a family meeting place.
- Practice until everyone knows the plan and feels confident with it.
- Consider any special needs for the members of your household.  
(Infants & small children, the elderly or disabled, and family members that may not speak English)



## FAMILY CONTACT

Establish an **out-of-state** contact person to provide family members the ability to check in and receive messages. Following a disaster, even when regular telephone service resumes, out of state calls will be easier to place and will help to minimize the demand on local phone service lines.

Everyone should know the contact phone number and e-mail address. For school-aged children, write the number in their binder or backpack or include information on school emergency form.

## PERSONAL INFORMATION

- Maintain a medical history information sheet for each household member.
- Verify that you have adequate insurance (life, disability, health, home, auto and other property).

## MAINTAINING EMERGENCY KIT AND PLAN

- Make a schedule of what emergency kit items need to be inspected or replaced on a regular basis.
- Update emergency plan information as needed. Verify all information is current at least annually.
- Keep practicing and ensure that your plan is realistic and compatible with your changing needs.

## PREPAREDNESS WHILE AWAY FROM HOME

Plan for emergencies in places where your family spends time (school, workplace, place of worship, etc.) Know how you will respond to an earthquake or other disaster at these locations.

Discuss what children should do if at school. Coordinate so there is an alternate person to pick-up children and list them on school emergency form.

## COMMUNITY AWARENESS

Volunteer to help your community become better prepared. Contact your local Office of Emergency Services or Fire Department for more information.



**For additional information, please contact your local fire department:**

California Department of Forestry in Santa Clara County .....	<a href="http://www.fire.ca.gov">www.fire.ca.gov</a> .....	408.778.8623
Gilroy Fire Department.....	<a href="http://www.ci.gilroy.ca.us">www.ci.gilroy.ca.us</a> .....	408.846.0372
Milpitas Fire Department.....	<a href="http://www.ci.milpitas.ca.gov">www.ci.milpitas.ca.gov</a> .....	408.586.3365
Mountain View Fire Department.....	<a href="http://www.ci.mtnview.ca.us">www.ci.mtnview.ca.us</a> .....	650.903.6365
Palo Alto Fire Department.....	<a href="http://www.pafd.org">www.pafd.org</a> .....	650.329.2184
San Jose Fire Department .....	<a href="http://www.sjfd.com">www.sjfd.com</a> .....	408.277.2878
Santa Clara County Fire Department.....	<a href="http://www.sccfd.org">www.sccfd.org</a> .....	408.378.4010 or (Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill and Saratoga) 1.800.800.1793
Santa Clara Fire Department .....	<a href="http://www.ci.santa-clara.ca.us">www.ci.santa-clara.ca.us</a> .....	408.615.4981
Saratoga Fire Protection District .....	<a href="http://www.saratogafire.com">www.saratogafire.com</a> .....	408.867.9001
Sunnyvale Department of Public Safety .....	<a href="http://www.ci.sunnyvale.ca.us">www.ci.sunnyvale.ca.us</a> .....	408.730.7100
Pratt Whitney/United Technologies .....		408.776.4282