Emergency Preparedness
GUIDELINES

Pull out and save this insert to help you, your family, and your neighborhood get ready!

When can disaster strike? Any time
When should you prepare? All the time... starting now

Do you have these ready?
✓ At least 3 gallons of water per person
✓ Nonperishable food for at least 3 days for every member of your household, including pets
✓ Flashlight with extra batteries
✓ Sturdy shoes and socks
✓ Blankets and sleeping bags
✓ Glasses or contact solution
✓ Hygiene products [soap, toilet paper, antiseptic wipes, etc.]

See inside for a complete list.

Family Emergency Plan

In an emergency, the first thought almost always goes to family. Where are they? Have they been affected? How will the family be reunited?

Part of preparation is talking with all family members about the potential for a disaster and making several important decisions.

• Pick a location outside of your home, but still in the neighborhood, to meet.
• Pick a second location outside of your neighborhood to gather in case you can’t return home. Make sure everyone knows the address and phone number.
• Select an out-of-state relative or friend to be your family contact point. After a disaster it is sometimes easier to call long distance than across town. Family members should memorize this phone number and call there to say where they are.
• Make plans to take care of infants, elderly or other family members with disabilities or special needs.
• Talk about how you will take care of pets. How would you evacuate them? Do you have enough supplies to feed and water them for at least 72 hours?
• Download a help publication on creating a Family Disaster Plan, including a cut-out form for everyone to carry with them at all times, from the American Red Cross website RedCross.org.

Avoid flooded streets

• Do not drive through flooded areas. If you see a flooded-out road ahead, turn around. Find another route to your destination or stay on higher ground and wait for the waters to subside.
• Even if the water appears shallow enough to wade, don’t try it. Water can have hidden dangers.
• If your car stalls, abandon it immediately and climb to higher ground.
• Six inches of water will reach the bottom of most passenger cars, causing loss of control or possible stalling.
• One foot of water will flood almost any vehicle.
• Two feet of rushing water can sweep away most vehicles — including SUVs and pick-ups.

What’s in your wallet? Hopefully, an emergency contact list

Jet down this crucial information on a card to carry in your wallet. Include phone number, email, and Twitter handles for each.

• Homeowner’s insurance company and policy number
• Earthquake insurance company and policy number
• Flood insurance company and policy number
• Auto insurance company and policy number
• Power company hotline
• Water utility
• Sewer utility
• Tree removal service
• Electrician

How will you, your family, and your neighborhood cope with a major disaster?

How well prepared are you?

It may not be pleasant to think about the worst case scenarios, but the fact is that there will be — at some time — an emergency that seriously affects Santa Clara residents and businesses.

Californians are fortunate in that we have fewer natural disasters to worry about than other parts of the country where tornadoes, blizzards, hurricanes and ice storms are annual occurrences. On the other hand, few regions are as susceptible to disasters as the Bay Area where, all experts agree, there will be a major, devastating earthquake. No one knows when, no one knows where the epicenter will lie, but we all know it is coming.

When a major disaster occurs, emergency services will be overwhelmed and normal daily life disrupted for days, or weeks. Residents could be “on their own” for three or more days. The vivid pictures of East Coast neighborhoods after Superstorm Sandy in the fall of 2012 depicted how quickly community infrastructure and support networks can disintegrate when overwhelmed by a major disaster.

Preparation to be self-sufficient in case of an emergency is a must for all residents and businesses. Look inside for specifics on what you can and should do to get ready for the unexpected.
Emergency Disaster Preparation

**At home**
- Water for every member of your family for drinking, food preparation and sanitation. Calculate one gallon per person × 2-3 days (maximum) for 3 days is about 72 ounces of water per person.
- Nonperishable or canned food for every member of the family (2-day supply for at least 3 days. Figure on 3 cans per person per day. See the grocery list on page 2 for ideas from the American Red Cross.
- Flashlight with extra batteries and bulbs
- Portable radio with extra batteries
- Fire extinguisher with a minimum rating of 7A:12B:12C
- Large plastic garbage bags and plastic ties, and smaller ziplock plastic bags
- Hand sanitation
- Matches in a waterproof container
- Small hand tools including crosstrees, hammers, pliers, screwdrivers and wrenches that may be used to shut off gas and water
- Cash in small bills and change
- Extra pair of sturdy shoes and socks for each family member
- Paper towels, toilet paper, tissues
- All purpose liquid soap
- Shampoo, toothpaste, toothbrushes and other personal hygiene items for each family member
- Hooded rain ponchos for each family member
- Dust masks
- Blankets and sleeping bags
- Infant formula and diapers if there’s a baby in the family
- Hand sanitizer and moist towelettes
- Disposable paper cups, plates and plastic utensils—enough to serve 10-12 meals per person
- Paper, pencil, pens
- Complete change of clothing for each family member
- Tip: Think in layers since you can’t anticipate what the weather might be. A long sleeve shirt can offer warmth and protection from the sun.
- Whistle to signal for help
- Towel and/or tarp (1 to 2 ft. minimum) for shelter
- Camp stove and fuel and/or barbecue and charcoal (Do Not Use Indirect)
- Plastic bucket with lid tight or portable toilet
- Lantern (battery-driven, kerosene or propane powered) plus fuel or batteries
- Gallon of disinfectant

**In the car and at work**
- Water
- Nonperishable food (add a can opener if any food is canned)
- Portable, battery-operated or hand-cranked radio with extra batteries
- Flashlight and extra batteries
- First aid kit and manual
- Cash in small bills and change
- Duct tape
- Whistle
- Heavy shoes and socks
- Jacket and blanket
- Hand sanitizer and moist towelettes
- Safety pins
- Fire extinguisher
- Hand sanitizer and moist towelettes
- Large garbage bags and ties
- Sunscreen
- Maps of the area
- Compass
- Sunglasses
- Safety pins
- Large garbage bags and ties
- First Aid
- Hand sanitizer and moist towelettes
- Small shovel
- Multi-tool screwdriver and pliers
- Work gloves
- Gloves
- Paper, pencil and pen
- List of important phone numbers
- Tip: All of these can fit in a backpack that will not take up much space.

**Grocery List of Emergency Food Supplies**
Stock your cupboards with non-perishable foods, such as these:
- Dairy products — great source of energy
- Unsalted nuts and trail mixes in vacuum-packed tins
- Dried fruits, such as apricots and raisins for potassium and fiber
- Long life meats, fish, fruits, vegetables, nuts, fish, eggs, and canned soups and vegetables
- Canned vegetables, such as green beans, carrots, peas
- Canned soups and snacks
- Applesauce
- Jars
- Multivitamins
- Instant coffee, tea
- Powdered milk for calcium and Vitamin D
- Cereal in individual packages
- Granola bars and power bars
- Jelly, jams or fruit preserves
- Instant meals, such as cups of noodles or cups of soups
- Snack-sized canned goods, such as pudding or fruit cups
- Sports drinks, such as Gatorade to rehydrate and replenish fluids when water is scarce
- Comfort food such as hard candy, gum and candy bars
- Crackers, preferably whole wheat (keep an eye on the expiration date)
- Food for infants, elderly or those on a special diet
- Pet food
- An extra hand operated can opener

**Tip: Avoid salty foods which could promote thirst.**

**More food advice for an emergency**
- If the electricity goes out, keep the refrigerator and freezer doors closed to slow down thawing. If your food has spent more than four hours over 40º Fahrenheit, don’t eat it. As long as frozen foods have ice crystals or are cool to the touch, they’re still safe.
- Think about alternate ways to cook or heat your food. If you have outdoor access, a charcoal grill or propane camp stove will work — if you have maintained a supply of charcoal or propane. Also keep cans of Sterno in the cupboard that can be used to heat up soups or other canned foods in a small pan.
- Freeze-dried, dehydrated foods and “instant” meals will require water so if you are relying on these for your emergency food supply, increase your water supply.

**During an earthquake**
- Drop: When you feel an earthquake, drop under a sturdy desk or table. Try to stay away from windows, tall bookcases, and other heavy objects that might fall. If you can’t reach a desk or table, kneel down and cover your head with a book or anything else you can find.
- Hold: Hold onto the desk or table. As it moves, move with it. Hold on until the shaking stops.
- Cover: Stay under cover until the shaking stops. If you are in a high-rise building, and cannot get under a desk, move to an interior wall. Do not use the elevators. Don’t be surprised if the electricity goes out.
- Outdoor: If you are outdoors, move to a clear area away from trees, power lines, signs and buildings.
- Sidewalk: Near a Building: Duck into a doorway to protect yourself from falling bricks, glass, and other debris.
- Driving: Pull over to the side of the road. Avoid bridges, power lines, and other hazards. Stay in your car until the shaking stops.
- Kitchen: If you are in a kitchen, move away from heavy appliances such as refrigerators. Also avoid overhead cupboards, and hanging objects.
- Stadium or Theater: If you are in a stadium or theater, stay in your seat, and protect your head with your arms. Do not try to leave until the shaking is over.

**After an earthquake**
- Aftershocks: Be prepared for aftershocks.
- Check for Injuries: Check yourself and those around you for injuries. Administer first aid as needed.
- Check Utilities: Check your utilities. If you suspect that the gas, water or electrical systems are damaged, turn off the gas, water or light switch to check your utilities. DO NOT use matches, candles or open flame.
- Monitor the radio: Don’t go out sightseeing. Cooperate with public safety officials. Use a transistor radio to monitor the Emergency Alert System (EAS) for news and information.
- Telephones: Try to minimize your use of telephones. If you see telephones off the hook, hang them up. This will help in the telephone system to restore services.
- Cabinets and Cupboards: When opening cabinets and cupboards, use caution. The contents of the cabinet might be heaped up against the door, and may fall on you when the door is opened.
- Stay out of Damaged Buildings: Don’t go into damaged buildings until they have been declared safe by building inspectors.

**Reduce your risk during flu season**

With winter comes the flu season. During periods of cooler temperatures, influenza cases increase roughly tenfold or more. The best preventative is to develop good hygiene habits for everyone in your family, including:
- Cover your mouth when sneezing or coughing. If you don’t have a tissue, cough into your elbow rather than your hand.
- Wash your hands as soon as you return home from school, shopping or work.
- Wash your hands frequently during the day and always after sneezing or blowing your nose.
- Circulate fresh air in your home.
- Don’t share glasses, cups, utensils or toothbrushes.
- If someone in the family does become sick, keep them at home.
- Going to school or work while sick only causes germs to spread.

**Disaster Supplies Kit Checklist for Pets**
- Food and water for at least three days for each pet, food and water bowls and a hand operated can opener
- Litter and litter box or newspapers, paper towels, plastic trash bags, household bleach, medications and a pet first aid book
- Sturdy leashes, harnesses and carriers to transport pets safely and to ensure that your pets cannot escape. A carrier should be large enough for the animal to stand comfortably, turn around, and lie down. Your pet may have to stay in the carrier for hours. Blankets and towels for bedding and warmth.

**Emergency Food Supplies**
- Be sure to have a cell phone or mobile phone that fits your current phone.
- Keep sturdy shoes under your bed and in the car.
- Keep all important documents and valuables in a waterproof container.
- Make sure you have a car charger for your mobile phone.
- Keep your pets’ identification tags and a current photo of your pets.
- Keep the name and telephone number of your veterinarian in case you have to board your pets or place them in foster care.

**Handy Tips**
- Don’t forget to have food and other supplies for your pets.
Fires can also be devastating

A fast-moving fire can be fatal and destroy homes and businesses. Emergency preparedness, when it comes to fire, starts with making sure a properly maintained and working smoke detector is installed.

- Place a minimum of one smoke detector in every bedroom and in the main corridor outside of all sleeping areas. In multi-story homes, there should be at least one smoke detector on each floor.
- Test smoke detectors every month.
- Replace batteries at least once a year.

Tip: To help remember, replace batteries in the fall and spring when the time changes and you are adjusting clocks.

- Practice home escape with all members of the family. Make sure all know what to do if a fire occurs and how to get out of each room of the house. Pick a place outside the home where the family can safely gather and await the fire department.

Home Emergency Assistance Teams

Residents can learn more on how to take care of themselves, their families and their neighborhoods through a 20-hour training program called Home Emergency Assistance Teams (HEAT) Citizens Academy. The goal is to train residents to serve as first responders until professional forces arrive.

Topics include: utility control and fire suppression, basic medical care, light search and rescue, damage assessment, and other safety and preparation skills.

For more information on how to sign up to become part of the HEAT team, contact the Fire Department at 1-408-615-9490.

Think about the elderly in your life

The fastest growing segment of our population is older adults, and more seniors are living independently in our community. If you have an elderly relative who lives alone or with another senior, think about these special precautions.

- Age-related characteristics such as vision or hearing loss or slow response time can affect an older person’s perception of and reaction to an emergency.
- Chronic health conditions, such as diabetes or hypertension, can make uninterrupted access to proper nutrition and medications critical.
- Fixed incomes and dwindling savings may be limiting a senior’s ability to adequately prepare for natural disasters or other emergency situations.
- Language and cultural differences may affect some older adults’ ability to understand and communicate effectively in a crisis situation.
- Seniors who no longer drive are at higher risk of isolation and being stranded in an emergency situation. Seniors who rely on canes or walkers for mobility are at higher risk for falls and the inability to get back up off the floor.

If you are told to “shelter in place”

Occasionally you may read in the news that a community has experienced a chemical spill or another incident that has led to a “shelter in place” order for residents. What should you do if this should occur?

- Go inside a building. A vehicle is not an airtight safe shelter for these types of emergencies.
- Bring pets inside.
- Close all windows and doors. Locking them may close them tighter.
- Turn off the air conditioner, fans or heater and close the fireplace damper.
- Drink stored water, not water from the tap.
- Turn on the radio.
- Keep a telephone close at hand, but don’t use it unless there is an emergency.

Every situation can be different, so local emergency coordinators might have special instructions for you to follow. Pay attention and do what is requested in order to stay safe.