

Family Emergency Plan

Creating and maintaining a Family Emergency Plan is the most important step you can take to prepare for and minimize the impact of unexpected emergencies. This document includes the following to assist you in making your plan:

Plan Outline

Sample Plan

Additional Resources

Emergency Contacts

Emergency Information

Family Safety Quiz

Emergency Drills

Plan Outline

There are 4 steps to making a Family Emergency Plan:

Learn Plan Prepare Practice !!

Your Family Emergency Plan should include each of these steps.

Learn

What can happen

How to prepare

How to respond

Learn about the emergencies that could impact your family (e.g., earthquake, fire, vehicle accident, workplace injury). While a major earthquake may be the most serious threat to our community, there are many possible events you should consider that could affect your family members as they live, work and travel in the Bay Area:

Chemical release

Earthquake

Fire

Flood

Terrorist attack
Wildfire

Consider the potential emergencies and identify the needs of your family members.

Preparing for a widespread emergency will help your family manage smaller emergencies that are more likely to affect your local area, or just your family.

Take advantage of the information and resources available to help you prepare.

- >> The Federal Emergency Management Agency (FEMA) provides interactive mapping of natural hazards
<http://www.hazardmaps.gov/atlas.php>
- >> The American Red Cross provides information describing natural disasters and where they occur most often
<http://www.redcross.org/services/disaster/keepsafe/map.html>
- >> The U.S. Dept. of Homeland Security provides information on terrorist threats, including biological and chemical attack, explosions, nuclear blast and radiation threat <http://www.ready.gov/biological.html>
- >> FEMA for Kids offers education for children including quizzes that help make learning about disaster preparedness fun and interesting
<http://www.fema.gov/kids/index.htm>

Identify the warning signals used in your community. Marin County depends on the Emergency Alert System heard over radio and television broadcast channels. KCBS Radio 740 AM is the principal source of emergency information. Some East Bay communities have sirens that warn of a chemical release alerting residents to “shelter in place.”

Review the emergency plans designed to support your family (school disaster and security plans, community disaster plan). Be familiar with the requirements and procedures that may impact your family (release authorizations, time restrictions, referral agencies). Review the emergency plans at your workplace and other places where your family members spend time (e.g., community organizations, shopping and sports facilities).

- >> Marin County Schools Emergency Preparedness Services includes emergency notifications <http://mcoeweb.marin.k12.ca.us/emereprep/>
- >> Marin County Disaster Information
<http://www.co.marin.ca.us/disaster/AgencyLinks/midc.cfm#planofoperation>
[s](#)

>> Dixie Elementary School Safety Concerns
<http://dixiesd.marin.k12.ca.us/dixieschool/Pages/rules.html#anchor1505314>

Learn how to respond to emergencies:

- Become certified or refresh your skills in First Aid and CPR. Teach family members how to recognize and treat common injuries in medical emergencies.
- Take the CERT program and participate in our community plan

>> see Education Opportunities document

Plan

Solutions
Communication
Special needs
Family pets
Neighbors

Find solutions to the needs you have identified. Consider where your family members could be in an emergency, the resources they may rely on for support and how you could locate, communicate and reunite with each other.

- How will family members get to reunion locations (what are the transportation alternatives)?
- Who will help you communicate with each other if local communications systems fail (who will be your out of area contact; what are the alternatives if that person is not available)?
- Where would you go, and where would you meet, if you had to evacuate your neighborhood?
- How would your needs and your plan change with the time of day or day of week?

Planning for the “worst case” will help your family to be well-prepared for the most probable emergencies.

Identify the needs of family members with disabilities or special medical needs. A personal support network is especially important for people with dependencies.

>> PrepareNow.org provides information to assist people with disabilities and medical concerns <http://www.preparenow.org/prepare.html>

Plan for the needs of family pets.

>> The American Red Cross provides disaster planning suggestions for pets and animals

<http://www.redcross.org/services/disaster/beprepared/animalsafety.html>

You may have to depend on your neighbors for help in an emergency. Learn their needs and be prepared to help them, if needed (consider the special needs of the elderly, disabled, children, and pets in your neighborhood).

Prepare

Emergency checklists
Communication plan
Home safety survey
Evacuation plan
First aid supplies
Emergency supplies

Emergency Checklists

Decide on the most important actions to take in each type of emergency. Develop emergency checklists for each type of emergency and agree on responsibilities for each family member.

>> see Emergency Checklists document

Communication Plan

Communication is an essential component of your plan. Decide what to do if family members become separated in an emergency and develop a plan to locate or contact each family member.

Choose a relative or family friend out of your area, preferably in another state, who will serve as a contact in the event that power, telephone and wireless services are disrupted. Have an alternate in case that person is unavailable.

- Who will you call to learn whether family members are safe and well?

Select emergency meeting places to help family members reunify in case of separation. Decide on a meeting place outside your home in case of a home emergency (e.g., fire or gas leak), and a meeting place outside your neighborhood, in case family members can't return home and lose contact with each other. Choose a location where public resources, communication services

and news updates may be available. Children may also need a “safe” place in your neighborhood, in case they are uncertain whether it is safe to return.

Identify neighbors to contact for help in an emergency and exchange contact information with them.

List phone numbers of emergency services for the areas where your family members live, work or attend school. Post emergency numbers at home and include them in your emergency contact information. Be sure that each family member knows how to access them from home, cellular and public telephones.

>> see Emergency Contacts and Emergency Information

List phone numbers for family physicians and health care providers with family health plan information.

Have e-mail accounts/addresses that family members can access away from home.

- Where can you find e-mail service away from home? (libraries; business services, e.g., Kinko’s, Mail Boxes Etc.; cyber cafes)
- What public communication sources may be available? (radio, emergency alert system)

Make sure every family member has the emergency contact information needed to follow your communication plan. Copies should be in each family vehicle, at each regular workplace, and important numbers programmed into family cell phones. A copy should be part of the school emergency record and/or included in the school emergency “comfort kit” for school age children.

Home Safety Survey

Conduct a home safety survey to identify the safe areas and hazardous areas in your home for each type of emergency.

Eliminate or minimize hazards:

- Water heater earthquake braced
- Heavy objects confined to low shelves
- Pictures and mirrors securely fastened to the wall
- Tall furniture fastened to wall studs
- Heavy items braced, wheels blocked
- Shelves securely fastened
- Beds away from windows, mirrors and heavy pictures
- Hanging lamps, plants securely fastened to wall or ceiling studs
- Doors to high cabinets secured with safety latches
- Flammable liquids stored on low shelves away from ignition sources

- Chemicals segregated according to manufacturers' directions
- Toxic materials stored in locked cabinets

>>see Emergency Checklists document

Make a diagram of your home showing:

- 2 ways out of each room and the fastest, safest ways out of the house
- water shut off valves (both in the house and on the street)
- gas shut off valve (main valve, supply lines to water heater, radiant heat boiler)
- circuit breaker to shut off electricity (main panel, dedicated switch for pool or spa equipment)
- meeting place outside your home

Have your children identify the safe areas and the hazardous areas on your diagram (color them green and red).

Make sure every family member is familiar with home utilities, when, where and how to shut them off.

Install and maintain emergency equipment:

- Locate fire extinguisher near kitchen and garage areas
- Place smoke detectors near every sleeping area and on each level of your home
- Check smoke detectors, fire alarms and fire extinguishers at least twice a year to be sure they're working properly

Evacuation Plan

Be prepared to leave home due to an emergency:

- Plan evacuation routes - find the safest, most direct route out of your neighborhood. Identify alternatives, including on foot, in case roads are impassable.
- Identify reunion locations outside of your neighborhood and outside of your community where family members can reunite in case of an evacuation order.
- Keep emergency supplies in family vehicles including a map of the San Francisco Bay Area, the radio stations broadcasting emergency information, and your emergency contact information
- Prepare a list of essential items to take with you in case you have time to collect them. The most common examples are papers, pills, photos and pets. You should have copies of important records in a safe deposit box, prescription medications in your emergency kit, copies of your most treasured photos with a relative, and an emergency plan for your pets.
- If you must evacuate without knowing where all family members are, leave a note confirming your reunification location or other destination and contact information.

First Aid

Have essential supplies to deliver first aid for the most common medical emergencies (burns, cuts, puncture wounds, poisons) and any others expected for your family members (conditions requiring prescription medication or special treatment).

>> see Emergency Checklists document

Keep first aid supplies where they will be immediately accessible when you need them:

- With your emergency supplies in case of disaster
- In your vehicle
- With your travel kit for hiking and outdoor activities

Learn to what to do in an emergency - take First Aid and CPR training and learn how to:

- Treat burns and scalds
- Treat abrasions, cuts, and puncture wounds
- Treat animal and insect bites
- Treat poisoning or drug overdose
- Check vital signs – Breathing, Circulation, Mental Status
- Administer CPR – cardiopulmonary resuscitation
- Control bleeding
- Recognize and treat shock

>> see Educational Opportunities

Make sure every family member is familiar with where to find first aid supplies, how to use them and how to get emergency medical assistance.

Emergency Supplies

Maintain emergency supplies of water, food, first aid, clothing, equipment and shelter sufficient to sustain your family for at least 72 hours. Plan to be without power, gas and running water, outdoors in temperatures near freezing.

>> see Emergency Checklists document

Emergency supplies should be kept where they will be immediately accessible when you need them. Outside your home in a secure, water-tight container is ideal – your home may be seriously damaged or destroyed in an earthquake. Supplies stored inside should be easy to carry (backpacks, duffle bags, wheeled containers) and located near exits. The garage with flammables (fuel, vehicles) near ignition sources (gas water heaters and radiant heat boilers) may be the least safe and accessible location for your emergency supplies in a disaster.

Keep emergency supplies in your family vehicles.

Use your calendar to maintain emergency supplies:

- Change water every 3 months (or prior to expiration date)
- Use food before its expiration date
- Use medical supplies before they expire
- Keep fresh batteries
- Be sure clothing and footwear fit (check at least every 6 months)

Practice

Review your plan
Calendar activities
Use drills and quizzes

Review your emergency plan, including your emergency checklists, at least twice a year with all family members. Update emergency contact information as people and circumstances change.

Use your calendar!! Schedule activities on your family calendar to assure that your emergency plan, contact list, and supplies are up to date.

- Plan review
- Check and change or update emergency equipment, supplies and information:
 - Fire extinguisher
 - Smoke alarms
 - Medical supplies
 - Emergency food and water
 - Emergency contact list
 - LVHA Emergency Assistance Form
- Emergency drills
- Family quiz on emergency plan and responsibilities

Conduct emergency drills at least twice a year, and involve your neighbors.

- Earthquake
- Fire
- Gas leak
- Wildfire

Quiz family members regularly on your emergency plan

- How to get help in emergencies (e.g., medical, fire, police)
- What to do if the smoke alarm sounds
- Where to find a fire extinguisher and how to use it

- Safest areas of the home in an earthquake, and the areas to avoid
- How and when to shut off utilities
- Neighbors to contact for help in an emergency
- Where to go and who to call in an emergency away from home

>> see Family Safety Quiz and Emergency Drills

Sample Plan

Simon Family Emergency Plan

Updated Sept. 1, 2003

Learn

To Do:

- Find emergency procedures for Miller Creek Middle School
- Review disaster plan for Dad's office building in San Francisco
- Mom – take Marinwood Fire Dept CERT class in Feb.
- Dad – take next available CPR class
- Check seismic hazard information for Lucas Valley

Plan

Special Needs – Grandmother's visits, must have bedside emergency kit with hearing aids and prescription medication for heart condition – Dad to help her evacuate

Emergency Contact List

Name	Location	Contact #s	e-mail	Instructions
	Home	415-499-4421	Simons@hotmail.com	
Dad Al Simon	Mobile Work 220 Front St San Francisco Building Security	415-222-1234 415-333-1234 415-333-1235 415-333-1235	Dad@Newco.com Ray@Newco.com	Ray Cox - Dad's Manager
Mom June Simon	Mobile Work 100 McInnis Pkwy San Rafael	415-222-4321 415-555-1213 415-555-1233	Mom@Work.com Jim@Work.com	Jim Ryan – Mom's Coworker
Son Jimmy Simon	School Pager Soccer	415-499-1121 415-488-3221 415-499-7654	(cell phone)	Ms Cox, teacher Bob Sox, coach
Daughter Alice Simon	School Mobile Karate Marin YMCA	415-499-1250 415-222-1424 415-499-3500 415-492-9622		Mr Ball, Principal Tues, Thur Mon, Wed
Aunt Rose Bauer	10 Short Cir Richmond, VA	540-898-1234	auntrose@hotmail.com	Out of Area Contact
Grandmother Nell Stevens	15 Downey Ct Alameda, CA	510-660-1235	Grams@yahoo.com	
Uncle Bill Stevens	Home 112 15 th Ave Work One Market St San Francisco	415-222-3123 415-250-2215	BillyS@comcast.net	
Don, Pam Rogers	1000 Idylberry Rd	415-499-9876	rogers@sbcglobal.net	Neighbor

Vehicles: 2001 red Chevrolet Suburban CA lic#3ABC123;
2002 blue 4 door Toyota Camry CA lic#3XYZ456

Pets: Missy – calico cat, and Bones – Golden Retriever – food with emergency supplies, spare collar and leash with crate for Missy in storage shed

Earthquake Checklist

Meet in center of back yard away from chimney

Find anyone missing

Check for and treat injuries

Check for gas leak (stove, water heater, gas meter)

Check on neighbors in neighborhood block area

Collect the dog and cat

Call out of area contact (Aunt Rose) to describe situation, provide information and instructions for other family members

Anyone away from home call Aunt Rose to describe your circumstances and plan for reuniting with family

Transportation

If bus service from San Francisco is interrupted, Dad will take the ferry to Larkspur, bus, cab or walk from there

If Mom's vehicle is damaged, she will walk to bus stop at Frietas Pkwy, call neighbor or car pool member to pick up kids using family password

Evacuation

Neighborhood meeting place – in front of Lucas Valley Community Center

Out of Neighborhood meeting place – in front of Marinwood Community Center

Prepare

To Do: Complete wildfire plan by April 30th

Practice

To Do:

Travel alternative transportation routes to Alameda by March 31st

Family Emergency Calendar

January

15 Prune low tree branches overhanging roof and within 10 ft. of chimney

February

15 Fire drill

March

1 Inspect and refresh emergency supplies, update family plan

15 Earthquake drill

April

4 Check smoke detectors and fire extinguishers

May

1 Update Home Safety Survey

15 Neighborhood Emergency Team practice

June

1 Clear dry grass, vegetation to maintain 100 ft. clear space from property line

July

1 Clear leaves and debris from roof and yard

August

15 Fire drill

September

1 Inspect and refresh emergency supplies, update family plan

15 Earthquake drill

30 Clean fireplace chimney, wood stove stovepipe and clothes dryer vent

October

15 Clear concrete drain and check creek bed for obstructions

31 Check smoke detectors and fire extinguishers

November



15 Clear leaves and debris from roof

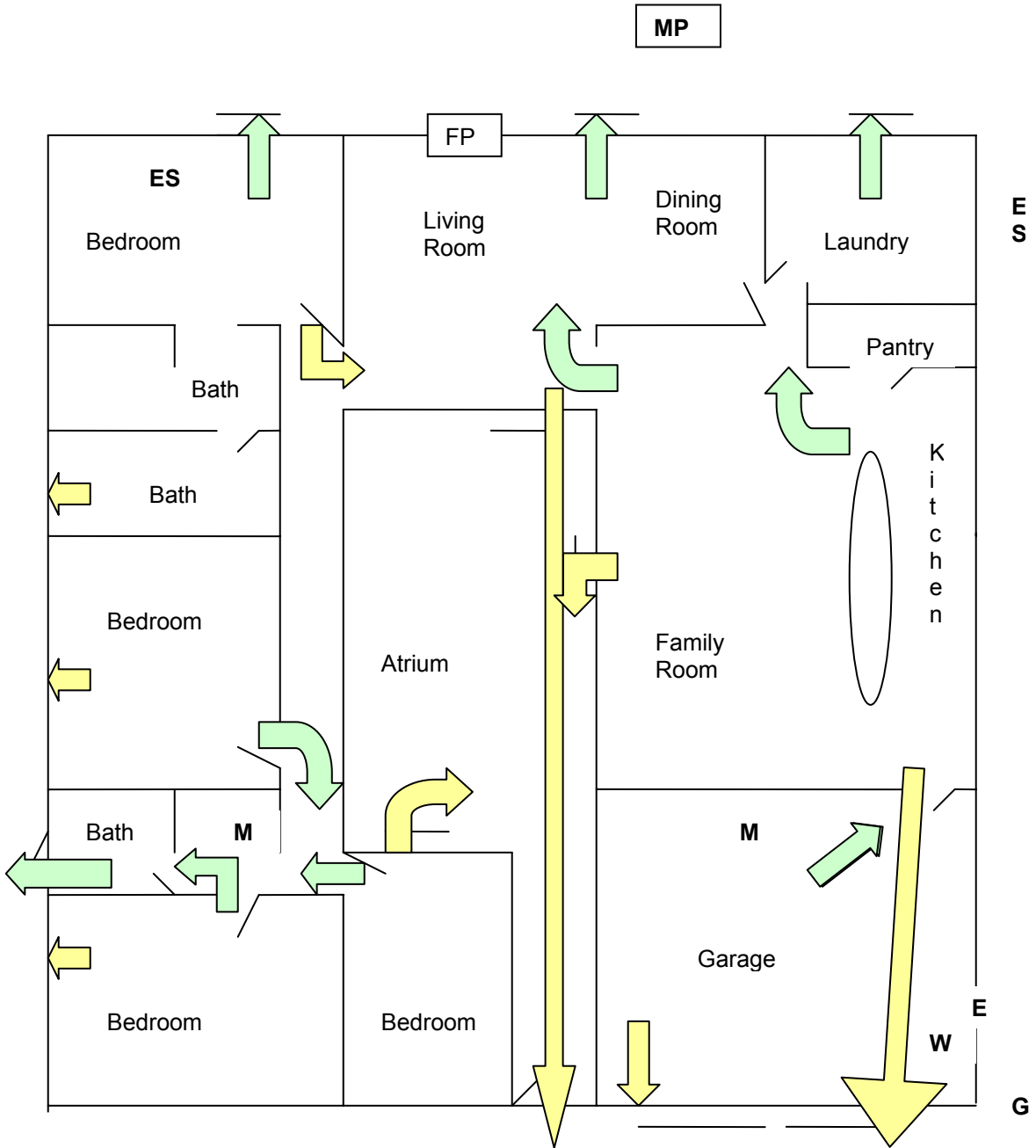
December

☺ Relax

Evacuation Diagram

- E = Electric Circuit Breaker
- G = Gas Valve
- ES = Emergency Supplies
- M = Medical Supplies
- W = Water Valve

-  = 1st Escape Route
-  = 2nd Escape Route
- MP = Safe Meeting Place



Additional Resources

Links updated 3-21-2004

Family Emergency Plans

The Federal Emergency Management Agency (FEMA) provides information on creating a Family Disaster Plan <http://www.fema.gov/rrr/displan.shtm> , including "Your Family Disaster Plan" http://www.fema.gov/preparedness/prepare_guides_links.shtm#guides or call FEMA at 800-480-2520 to request a copy.

The American Red Cross provides family disaster planning information online at <http://www.redcross.org/services/disaster/beprepared/familyplan.html>. For the Bay Area chapter, visit <http://www.bayarea-redcross.org/>

The U.S. Dept. of Homeland Security provides recommendations for citizen preparedness online at <http://www.ready.gov> or call 1-800-BE READY (1-800-237-3239)

The Salvation Army offers tips on disaster preparedness online at http://www.salvationarmy.usawest.org/usw/www_usw.nsf/vw-search/88256D3D006526AD88256BD0007B1FDB?opendocument

Fire Safety

Your Home Fire Safety Checklist from the Consumer Product Safety Commission covers home fire hazards, including cooking and heating appliances, and placement of smoke detectors <http://www.cpsc.gov/cpsc/pub/pubs/556.html#detectors>

Evacuation Planning

Western University offers a guide to evacuation preparedness for people with disabilities <http://www.cdihp.org/guide.html>

Animals

FEMA provides preparedness information on Animals and Emergencies <http://www.fema.gov/library/aprep.shtm>

The Marin Humane Society offers recommendations for a pet disaster plan and first aid kit http://www.marinhumanesociety.org/as_disaster.html

Disaster Resources

CBS News provides a comprehensive list of disaster-related web sites <http://www.disasterlinks.net>

Emergency Contacts

Dial 911 from land lines. If you use a cell phone, dial 415-472-0911 to get the same local emergency dispatch.

- Use 911 only when you don't have a more specific emergency number (below)
- Dialing 911 from wireless devices like a cell phone will reach the nearest CA Highway Patrol emergency dispatch (Vallejo)
- No money is required to dial 911 from public pay phones
- Any cell phone, active or not, will reach 911

Emergency	Resource	Phone #
General Emergency	Marin County Sheriff – Emergency Dispatch	911 cell phone: 415-472-0911
Fire	Marinwood Fire Dept.	911 cell phone: 415-472-0911
Medical Emergency	Marinwood Fire Dept.	911 cell phone: 415-472-0911
Missing Person	Marin County Sheriff – Search and Rescue	911 cell phone: 415-472-0911
Physical Violence Burglary, Robbery	Marin County Sheriff	911 cell phone: 415-472-0911
Poison, Snake or Insect Bite	CA Poison Control	800-876-4766
Animal Lost or Injured	Marin Humane Society	415-309-6339
Gas Leak or Electric Power Service Disruption	PG&E	800-743-5000
Vehicle Emergency	CA Highway Patrol	911
Water Leak or Service Disruption	Marin Municipal Water District	415-945-1500 - 2

Emergency Information

Type	Resource	#
Radio	KCBS Radio AM 740 www.kcbs.com	Newsroom 415-474-5227
	KGO Radio AM 810 www.kgo.com	Newsroom 415-954-8142
Transportation	Bay Area Transit Services automated information	511
	Golden Gate Bridge	415-921-5858
	Golden Gate Ferry	415-925-5565
	Golden Gate Transit	415-257-4476
	Cal Trans	800-427-7623
CA Highway Patrol	Golden Gate Communications Center 911 Dispatch - Vallejo	707-551-4100
	Corte Madera	415-924-1100
Electrical Service Status	PG&E http://www.pge.com/	800-743-5002
Hospitals	Marin General – Corte Madera	415-925-7000
	Kaiser Permanente – Terra Linda emergency	415-444-2400
	general information	415-444-2000
	Novato Community Hospital	415-209-1300
	Petaluma Valley Hospital	707-778-1111
Government	Office of Emergency Services (OES) California http://www.oes.ca.gov/	916-845-8510
	Marin County OES	415-499-6584
	Federal Emergency Management Agency (FEMA) http://www.fema.gov/	800-621-3362
	FEMA Region IX http://www.fema.gov/regions/ix/index.shtm	510-627-7100
Weather	National Oceanic and Atmospheric Administration – National Weather Service http://www.wrh.noaa.gov/Monterey/	831-656-1725

Family Safety Quiz

A quiz will help your family remember what to do in an emergency. Add to and modify these examples to fit your circumstances. Some actions require simulation to learn what to do and how to do it safely. Use the Emergency Drills in addition to your quiz.

EMERGENCIES! WHAT EMERGENCIES?!!

What kinds of emergencies might impact us at home, at work, at school?

HELP

Who to call in case of: fire; electric shock; lost pet?

Which neighbors to go to in an emergency?

FIRE

Where to meet in case of fire (choose a location outdoors a safe distance from the house)

What to do if the smoke alarm sounds (what to check, where to meet)?

What to do if cooking oil in the frying pan catches fire? (smother with a pan lid)

What to do if a burning log rolls from the fireplace and the carpet catches fire?

What to do if a portable heater malfunctions and begins sparking at the electrical outlet?

FIRST AID

Where to find first aid instruction? (First Aid Manual in First Aid kit; Survival Guide section in front of Telephone Directory; for serious injury, call 911)

What to do if a serious cut causes heavy bleeding?

What to do if someone is burned by hot liquid spilled from the stove?

COMMUNICATION

Where does the family meet if there is a widespread emergency during school and work hours?

Where can you find e-mail service away from home? (libraries; business services – Kinko's, Mail Boxes Etc.; cybercafes)

EVACUATION

Where does the family meet if we have to evacuate the house?

What to do if you can't open a window (how do you break it, what do you use, how do you protect yourself when climbing out?)

EARTHQUAKE

What do you do in an earthquake?

What are the safest areas of the home in an earthquake, and the areas to avoid?

HOME EMERGENCY PLAN

What should every family member keep at their bedside?

(Sturdy shoes you can use to walk safely over broken glass and splintered wood; emergency pack)

STORM

What do you do in a: major storm? flood? hurricane? tornado?

UPDATES

What information changes would require an update to our family emergency plan?

(new arrival, serious health condition, new address or phone numbers for emergency contacts, change of school or job, change in vehicle description, change in health plan, new prescription)

UTILITIES

How and when to shut off utilities

- Gas
- Electricity
- Water – both at the street and in the home

BIOLOGICAL, CHEMICAL OR RADIATION THREAT

Have you cut plastic to fit your glass windows and doors?

How much duct tape do you have?

(Just Kidding!)

Emergency Drills

Family emergency planning works best when you think through realistic possibilities. Children have wonderful imaginations that should be engaged in positive ways – finding solutions to emergency situations, rather than dreaming up the worst things that could happen. Encourage discussion to be sure you are aware of their fears and concerns, and help them to find appropriate solutions.

Adapt these sample scenarios and drills to your own circumstances.

Scenarios

Your car has just been crushed in the collapse of the parking garage near your work – how do you get home?

Your car contains your emergency kit, now inaccessible, and you find there will be no public transportation for up to 5 days. How do you care for yourself and your family?

The bridge you use to get home is closed due to an emergency and public transportation is interrupted – what are your transportation alternatives?

Smoke alarm sounds at 3am, the bedroom door is hot, the window is jammed.

There is a police action in your neighborhood. Children can not return home from school.

Drills

Make drills safe yet realistic – practice with lights out, at night in cold and rainy weather will help you prepare for the worst case.

Communication

Schedule a day and time for a “disaster” to occur and have each family member call your emergency out of area contact – follow up with each of them to learn how and when they were able to make contact and explain their circumstances, needs and plan to reunite with the family

Earthquake

Set everyone’s alarm for an early hour, before daylight

- Let the family know there will be an earthquake drill when the alarm sounds
- Assign one family member to make sure everyone responds appropriately, note improvements needed, and sound the all clear signal

Schedule times to use your emergency food and water supplies before they expire. Take a weekend to “survive” using only your emergency supplies (no hot showers). Be sure to replace what you use, and correct any problems you

encounter (don't forget the manual can opener and waterproof matches). Stay outdoors – assume your home is too dangerous to enter. This drill will help you identify additional preparation needs.

Fire

When your fire extinguisher nears the “recharge” level, replace it and then use the old one in family training

- check with the Marinwood Fire Dept. to see if they can schedule a time to help you with a fire scenario
- set up a table outdoors to simulate a stove top and fill a pan with a quarter inch of water to simulate a cooking oil fire
- light a small wood fire in a charcoal barbeque (have a garden hose or bucket of water available)