

Emergency Checklists

Emergency Preparedness
Emergency Supplies
First Aid Supplies
Earthquake
Wildfire

Checklists for Emergency Preparedness, Emergency Supplies and First Aid Supplies are intended to help residents prepare for a wide range of emergencies. Checklists for Earthquake and Wildfire include specific steps to take in those emergencies.

Emergency Preparedness

You are prepared when each family member has what they need for a worst case emergency, knows what to do to assure their safety and where to find help, if needed.

Preparedness is not an “event” – your preparations must keep pace with the changing needs of your family and those you depend on for help (e.g., emergency contact information). This checklist summarizes the more detailed plans and preparations your family needs to be truly prepared for emergencies.

Family Emergency Plan

Your family emergency plan:

- Is documented, easy to review and update
- Considers the needs of each family member, including pets
- Considers your Neighbors with special needs
- Includes each of these subjects:
 - Emergency Checklists for the most likely emergencies
 - Communication and Reunification
 - Home Safety and Evacuation
 - First Aid Supplies
 - Emergency Supplies
 - Emergency Equipment
 - Neighborhood Coordination
 - Practice and Updates

Emergency Checklists

- Checklists are prepared for the most likely emergencies to impact your family, including Earthquake and Wildfire

- All family members know what to do in each emergency and who will be responsible for specific actions

Communication and Reunification

- Emergency contact information is up to date
- All family members have current information everywhere they may need it
- Out of area contact and a backup contact are prepared to help
- All family members know how to use home phones, cell phones and public phones to dial 911, and other emergency numbers
- Emergency numbers are posted near home telephone(s)
- Family members can access emergency information broadcasts on portable and vehicle radios
- All family members can find the emergency meeting places outside your home, and outside your neighborhood

Home Safety and Evacuation

- Home safety survey completed, hazards eliminated or minimized
- Safe and hazardous areas identified for earthquake
- Home diagram shows the ways out, location of utilities, and a safe meeting place outside
- Evacuation plan shows where will you go and the routes will you take to get there, if you have to leave your neighborhood, or your community

First Aid Supplies

- First aid supplies are complete and up to date, stored with Emergency Supplies outside your home or readily accessible in an emergency evacuation
- First aid kit available in each family vehicle
- Each family member can locate and use them to treat common injuries

Emergency Supplies

- Each family member has sturdy shoes and an emergency kit at bedside
- Home emergency supplies are complete and up to date and stored safely – if locked, each family member has the combination, or can locate the key
- Vehicle supplies are complete and up to date
- Workplace supplies are complete and up to date

Emergency Equipment

- Smoke alarms tested every 3 months, batteries changed every 6 months
- Fire extinguishers readily accessible and fully charged
- Collapsible ladder installed for evacuation from second floor rooms
- Hydrant/Gas Wrench for water and gas supply accessible at or near gas valve
- Hoses connected to outside hose bibs, power spray attachments accessible
- Ladder for roof access located outside

Neighborhood Coordination

- All family members know specific neighbors who will help, if needed
- You know your neighbors with special needs (elderly, disabled, children, pets) and how to provide, or find help for them

Practice and Updates

- All family members are familiar with the plan, quizzed periodically
- Family Calendar includes:
 - Plan review and update twice a year
 - Check and change or update emergency equipment, supplies and information
- Updates (emergency contact information, first aid and emergency supplies)
- Drills held at least twice a year

Emergency Supplies

To be useful, emergency supplies must be maintained, and readily accessible in an emergency. Emergency supplies should be kept: at your bedside, in a secure container outside your home, in family vehicles, and at your workplace. Add to these checklists the items needed for infants (diapers, bottles, formula) and family members with special needs (manual wheelchair, emergency oxygen).

Bedside

Each family member should have a pair of sturdy shoes and an emergency kit at bedside in a small backpack or waist pack:

- Socks
- Flashlight
- Whistle
- Gloves
- Emergency contact information
 - Neighborhood contacts
 - Out of area contacts
 - Home evacuation map
- Personal identification (copy of current photo id)
- Health information and medical instructions
 - Allergies
 - Blood type
 - Medical alerts
- Essential personal medical supplies (prescribed medications in child-proof containers, inhaler – enough for 7 days)
- Eyewear (spare glasses, contact lenses and eyecare products)
- Important records
 - Insurance policies and agency or carrier contact information
 - Money or travelers checks, and credit card
 - Recent photos of family members and pets
- Paper and pen/pencil to write notes and instructions
- Bottled water

Home Supplies

Water

- 1 gallon (minimum) to 2 gal. per person per day for at least 3 days (at least 3 gallons per person) to provide at least 2 quarts per day for drinking and 2 quarts for food preparation and sanitation
 - Alternative sources: household supply piping (if you have turned off the main supply valve, water heater, ice cubes in freezer, toilet flush tank (not from the bowl)
 - Water purification (always purify water, if quality is uncertain)
 - Boil for 1 minute (need large pot and heat source)
 - Water purification tablets – use as directed, increase dose for cloudy water

- Liquid chlorine bleach (pure unscented hypo-chloride) store in a small container sealed in a plastic bag – to clear water, add 2 drops per quart or 8 drops per gallon; to cloudy water, add 4 drops per quart or 16 drops per gallon
- Water purification filter

Food

- Minimum 3 day supply per person of compact, lightweight, nonperishable foods that require no refrigeration, cooking or preparation, and little or no water
 - Canned foods with high liquid content that require no cooking or additives (canned fish, meats, fruits, vegetables, soups, vegetable and fruit juices)
 - Dry packaged foods (whole grain cereals, cereal or granola bars, energy bars, unsalted nuts and crackers, dried fruit in airtight containers)
 - Boxed juices, instant hot chocolate
 - Peanut butter, honey, jam, packaged sugar, salt and pepper
 - Beef jerky
- Utensils - manual can opener, metal tongs, pots, knife, scissors, eating utensils, paper goods (plates, cups, towels)
- Cooking tools - camp stove (propane or alcohol) with fuel, propane or charcoal grill, lighter or waterproof matches, aluminum foil

Clothing

- One change of clothing and footwear per person, jacket or windbreaker, protective gloves (leather or rugged material), rain suit or pancho (consider what each family member would need if you have to evacuate your home in the middle of a stormy, winter night)

Shelter

- Tent or tarp
- Blanket or sleeping bag per person
- Ground cloth(es) - sufficient to accommodate all persons

Medical Supplies

First Aid Kit (see First Aid Supplies checklist)

Medical Aids

- Extra eyeglasses or contact lenses and materials
- Necessary prescription and over-the-counter medicines (for 7 days)
- Extra hearing aids and batteries
- Dentures

Communication

- Battery or hand-powered radio, extra batteries
- Family Service Radios

- Whistles with signal instructions

Lighting

- Flashlights, lanterns, headlamps, extra batteries
- Light sticks, hand-powered flashlights

Hygiene Supplies

- Tooth brushes, toothpaste, compact mirror, deodorant, liquid soap or detergent, travel size personal toiletries, feminine hygiene supplies
- Sun screen, lip balm with sun screen

Sanitation Supplies

- Disinfecting gel or lotion (antimicrobial skin lotion, waterless hand sanitizer)
- Garbage bags, 5 gal bucket with cover or portable latrine
- Toilet paper
- Moistened towelettes
- Disinfecting spray
- Plastic bucket with tight-fitting lid
- Shovel

Documents

- Emergency contacts
- Recent photos of each family member (update every 6 months), and pets
- Maps
 - Local area (showing roads, schools and public facilities)
 - Regional area (showing major transportation routes and facilities)
- Spare set of keys to home and vehicles
- Description and license number for each vehicle
- Medical plan information (medical id card)
- Advance medical directive
- Type and serial number of medical devices (pacemaker)
- Telephone calling card access information, or phone card
- Money (small bills, roll of quarters for public phone), travelers checks, credit card

Safety Equipment

- Dust mask (N95) filtering disposable respirator for each family member

Note: NIOSH approved (N95) personal respiratory protection devices capable of filtering 0.3um particles are effective for low hazard levels, including biological agents such as the SARS virus, but are not effective for chemicals, gases or vapors. The least expensive unlabeled dust masks are better than nothing.

- Fire extinguishers –extinguishers should be readily accessible and near the most likely source of fires (kitchen, garage, fireplace). ABC type dry chemical extinguishers are best for household hazards. Choose a size that your family members can handle (5 lb. capacity).
- Hydrant/valve wrench for water and gas
- Collapsible ladder for each upper floor

Tools

- Ax, shovel, crowbar, saw (hack saw, finger saw, or folding utility saw), duct tape (2 rolls), nylon rope (50 ft), 4' of rubber hose (for siphoning)

Other

- Sealable plastic bags (e.g., Zip-lock) to protect food, clothing, toiletries
- Large plastic garbage bags (use for garbage, waste, toilet liner, rain poncho)
- Special needs supplies and equipment for infants, and persons with disabilities or medical dependencies
- Age appropriate activities for children
 - Puzzle, crossword and game books, compact board games, card games
 - Coloring book and crayons, paper and drawing pens, markers and pencils
- Pet supplies and transportation aids (leash or crate) what about the fish?!

Storage

Home supplies should be stored safely outside your home. Alternatives include:

- Storage shed
- 32 gallon plastic garbage can(s) with tight-fitting lid
- Yard storage box (plastic or wood)

If you must store emergency supplies in your home, use a container that is quickly and easily moved, if you must evacuate, and located near an exit.

Maintenance

- Mark the date stored on perishable supplies and make sure their expiration dates are at least 6 months in the future
- Change your perishable supplies every 3 months
 - Water every 3 months (sealed original containers every 6 months)
 - Canned goods every 6 months
 - Batteries every 6 months
- Update documents for changes and review every 6 months
- Update photos every 6 months
- Check clothing (for size and condition) every 6 months

Vehicle Supplies

- Emergency contact information
- Jumper cables
- Maps of the Bay Area, Marin County, and your usual travel areas
- Reflective markers, warning light or flares
- Motor oil
- Brake fluid
- Tire inflator/sealant
- Electrical tape
- Tool kit (adjustable wrench, Phillips and slot screwdrivers, pliers, tire gauge)
- First aid kit w/ instruction manual (see **First Aid** checklist)
- Paper and pen/pencil
- Glass punch (to break window glass)
- Utility knife
- Shovel
- Fire extinguisher - 5 lb. ABC type (smaller sizes may not control engine fires)
- Bottled water
- Packaged dry food (energy bars)
- Flashlight and extra batteries
- Light sticks
- Compass
- Waterproof matches
- First Aid kit w/ instructions
- Whistle
- Towels
- Gloves
- Dust masks for each occupant
- Blanket
- Rain gear or poncho
- Plastic tarp or garbage bags
- Snow and ice:
 - Ice scraper
 - Deicer fluid
 - Metal cup for melting snow
 - Tire chains or cables
 - Traction boards or mats
 - Sand or kitty litter
- Siphon pump
- 4' of rubber hose (for siphoning)
- Funnel
- Tow rope
- Fan belt
- Radiator hose
- Duct tape (if all else fails)

- Accident report form

Workplace Supplies

- Emergency contact information
- Transportation information
- Map of the Bay Area
- Flashlight
- Gloves
- Bottled water
- Sturdy footwear
- Blanket or rain poncho
- Dust mask (N95) filtering disposable respirator

First Aid Supplies

- First aid supplies are needed in emergencies – they must be readily accessible. First aid is most effective when administered by person(s) with appropriate training. >> see Education Opportunities

Information

- First Aid Manual
- Family medical information – blood types, medical alerts (e.g., allergies, diabetes, drug reactions, epilepsy, heart)
- Health care provider or medical insurance plan
- List of family prescriptions
- List of family doctors, office and emergency contact numbers

Medicines

- Prescription medications and medical supplies (e.g., insulin, heart and blood pressure medications, asthma inhaler, glucose and blood pressure monitors)
- Nonprescription medicines:
 - * Include the pediatric form or dose for young children
 - ** Use with advice of Poison Control Center
 - Antibiotic ointment
 - Hydrocortisone (.5%) ointment
 - Aspirin *
 - Nonaspirin pain reliever *
 - Acetaminophen (Tylenol)
 - Ibuprofen (Advil)
 - Decongestant *
 - Decongestant nasal spray
 - Antacid
 - Anti-diarrhea
 - Laxative
 - Motion sickness (for nausea)
 - Calamine lotion
 - Anesthetic swabs or wipes (Sting-Kill for insect bites)
 - Syrup of Ipecac (to induce vomiting) **
 - Activated charcoal (to neutralize poisons) **
 - Potassium Iodide (for radiation exposure - see www.ready.gov/nuclear.html)

Bandages

- Adhesive bandages – assorted sizes
- Butterfly closures – assorted sizes
- Elastic wrap (for sprains)
 - 2 inch – 1
 - 4 inch – 1

- Roller bandages (wrap dressings, secure splints)
 - 2 inch – 3 rolls
 - 4 inch – 3 rolls
- Triangular bandages (arm slings, head wraps, splints - may be cut from sheets)
 - Large (37x37x52 inches) – 3
- Compression bandage (wrap or secure dressings, secure ice packs)
 - Self-adherent wrap – 1 roll, or tubular bandage – 1

Dressings

- Gauze (to secure dressings, wrap wounds in joints)
 - 1 inch – 1 roll
 - 2 inch – 1 roll
- Gauze pads
 - 2x2 inch pads – 20
 - 4x4 inch pads – 20
- Non-adherent dressings (bleeding and draining wounds, burns, infections)
 - 2x3 inch pads – 6
 - 4x6 inch pads – 4
- Sanitary napkins (unscented, to control bleeding) – 4 pads
- Tape
 - Cloth (porous) adhesive tape 1 inch – 1 roll
 - Adhesive tape, hypoallergenic, 2 inch – 1 roll

Other

- Antiseptic solution (e.g., Hydrogen Peroxide to cleanse wounds) – 1 bottle
- Sterile water (flush wounds, cool burns) – 1 quart
- Ice pack (chemical)
- Pocket mask (for CPR)
- Safety pins – assorted sizes
- Sterile eyewash – 1 bottle

- Antibacterial soap
- Hand sanitizer (waterless)
- Baby wipes (unscented)
- Disposable diapers
- Cotton balls
- Cotton swabs
- Hot water bag
- Iodine water purification tablets
- Isopropyl alcohol
- Moleskin or molefoam (for padding blisters)
- Petroleum jelly (protect dry, irritated skin, lips, nasal passages, prevent blisters)
- Smelling salts

- Popsicle sticks (for small splints) – 10
- Tongue blades (for examining mouth and for splints) - 10

- Insect repellent
- Sunscreen
- Lip balm with sunscreen

Equipment

- Flashlight (small)
- Latex or vinyl gloves – 4 pair
- Medicine dropper
- Scissors
- Scalpel (or single-edge razor blades, fine-bladed knife, utility knife)
- Sterile needles (for splinters)
- Thermometer
- Tweezers

Vehicle First Aid Kit

- Adhesive tape – 1 roll
- Antibiotic ointment
- Bandages
 - Adhesive in various sizes – 10
 - Roller 2 inch width – 1
- Non-adherent dressings
 - 2"x3" pads - 2
- Antacid tablets
- Antidiarrhea tablets
- Aspirin or nonaspirin pain reliever – 4 individual doses
- Motion sickness medicine (for nausea) – 2 individual doses
- Antiseptic towelettes – 4
- Cotton swabs – 4
- Popsicle sticks (for small splints) – 4
- Scissors
- Latex or vinyl gloves – 1 pair
- Sunscreen

Earthquake

There is a high probability of a major earthquake in the San Francisco Bay Area during our lifetime. Due to soil conditions in Lucas Valley and its proximity to known earthquake faults, shaking severity is predicted to be moderate to very strong in a major earthquake. Preparation is the best means of assuring your safety during and after the event.

Preparation

- Conduct a Home Earthquake Survey
 - Find the safe places in each area of your home (interior doorway, wall or corner, under sturdy furniture and away from hazards)
 - Find the danger zones in each room (windows, glass, high furniture, shelving or bookcases, heavy mirrors or picture frames, heating appliances, stoves, fireplaces below a chimney where bricks may fall, kitchen, garage)

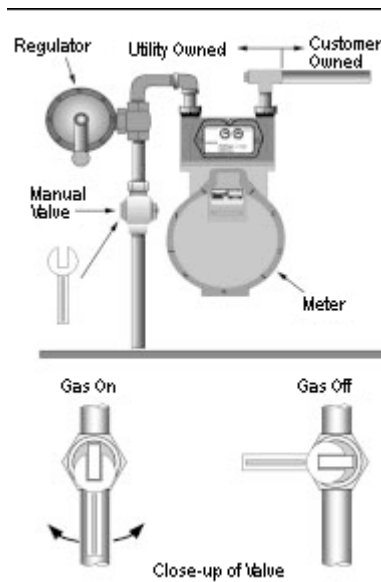
- Practice! Conduct home earthquake drills with each family member in each room

- Minimize hazards
 - Keep heavy items on lower shelves
 - Fasten tall furniture (wall units, book cases, file cabinets) to wall or ceiling studs
 - Secure mirrors, heavy pictures and wall hangings to wall studs and close the hooks to prevent them from shaking free
 - Add safety latches to high cupboards
 - Store flammable liquids and hazardous chemicals to minimize hazard in case of spills (closed cabinet, away from electrical equipment and gas fueled appliances)

- Maintain your emergency supplies, and make sure all family members know where to locate emergency water, food and medical supplies

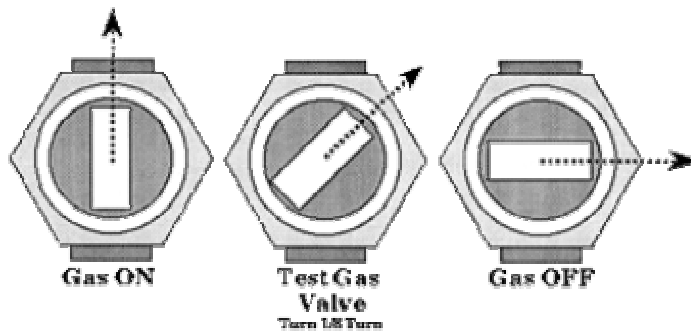
- Maintain your family emergency plan - identify and learn how to contact a friend or relative out of the local area who will help communicate with your family if you are separated during or after an earthquake

- Learn where and how to shut off gas, water and electrical services to your home and have the necessary tools available where they are needed



*Diagram
courtesy of the
California
Seismic Safety
Commission*

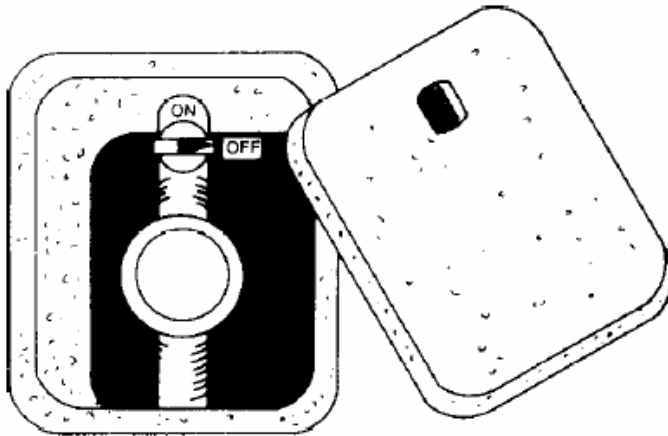
- Test your gas valve to be sure it can be turned off in an emergency (1/8th turn to right or left, any further may extinguish your pilot lights) - if it's frozen, call the gas utility (PG&E) to repair or replace the valve



- Paint gas and water shut off valves with bright white or fluorescent paint for easy identification in darkness

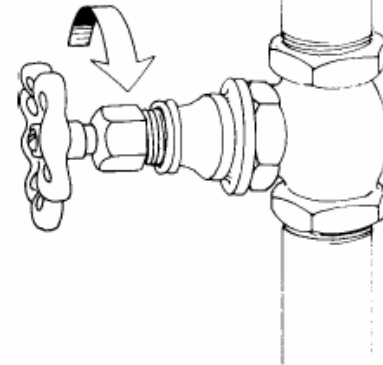
- Locate water shut off valves at the street and at your property

Water Shut-off



Water Meter

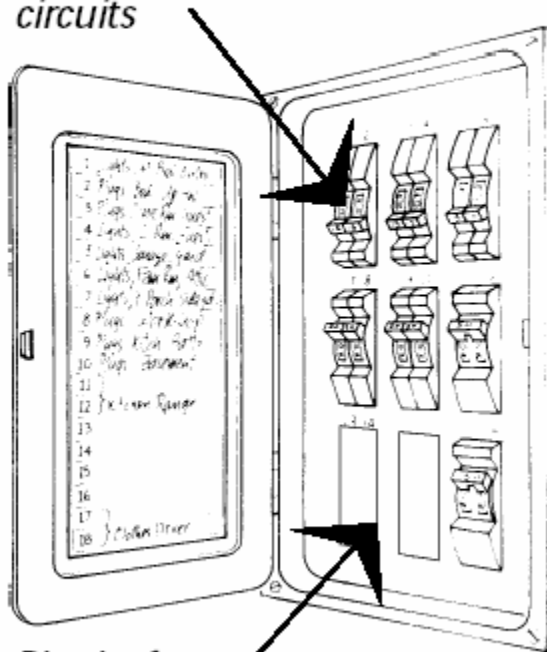
*Turn clockwise
to shut off*



- Label electrical switch breakers for quick identification in an emergency

Breaker Panel

*Switch breakers to "OFF"
to shut off individual
circuits*



*Blanks for
additional circuits*

Improve your property to minimize potential for damage and injury

- Install or add foundation bolts to secure sill plates to the foundation
- Reinforce cripple walls (area between foundation and first floor)
- Eichler post and beam construction should have metal brackets connecting posts to the concrete slab and metal straps or braces tying posts to the ceiling beams
- Strap your water heater
- Install flexible gas line connections at gas meter and from gas line to gas-fueled appliances (water heater, radiant heat boiler, stove, clothes dryer)
- Reinforce masonry or stone chimneys and strap them to the walls or ceilings
- Consider removing unreinforced chimneys above the roof line and replace with wood-enclosed metal flue system
- Consider safety/solar film for windows, or change windows to safety glass; when replacing windows, consider dividing large panes with additional framing support
- Fasten tall furniture (wall units, book cases, file cabinets) to wall or ceiling studs
- Secure mirrors, heavy pictures and wall hangings to wall studs and close the hooks to prevent them from shaking free
- Add safety latches to high cupboards

During an Earthquake

- Duck, Cover and Hold!
 - Duck under a desk or sturdy table, away from fireplaces with masonry or stone chimneys, windows, high cupboards, tall furniture, mirrors or large pictures
 - Cover your head with your arms
 - Hold onto the table and move with it until the shaking stops
- In a car, pull to the side, away from power lines, light poles, trees and overpasses – set the emergency brake and stay inside until the shaking stops, Duck and Cover to protect yourself from breaking glass
- On the street, Duck into a doorway, Cover your head with your arms and turn away from falling debris, masonry and breaking glass

- In a public building, look for cover, move away from displays and interior structures that may fall, avoid elevators, don't rush for the exits
- In a high rise building, Duck under a desk or sturdy table, stay near the building interior, away from exterior walls and windows, avoid elevators
- Outside, stay in the open away from buildings, trees, walls, towers and power lines
- Near tidal water or below a reservoir, move away from water to higher ground

After an Earthquake

- Look for shelter from aftershocks, stay out of damaged structures
- Check for injuries
- Locate missing persons
- Be sure telephones are not off the hook, and use them only to call for help with fire, medical or rescue emergencies, then do what you can until help arrives
- Use car or battery-powered radio to check emergency broadcast channels for local information
- Check for damage to the structure - if you suspect structural damage, use LED or battery-powered lights, flashlights or lightsticks - don't light matches, use candles, fuel-powered lanterns, or turn on electric lights or appliances
- Check for damage to utilities:

Gas

- If you smell gas, turn off it off at the meter, open windows and doors for ventilation and get everyone out until gas dissipates
- Check appliances for gas leaks (water heater, radiant heat boiler, stove, clothes dryer)
- If the leak can be isolated, turn off supply to the appliance (boiler, water heater), otherwise, turn off gas at the meter

Electricity

- Check for damaged light fixtures, electrical appliances and equipment, shorts (overload protection), sparking outlets or wiring connections
- If wiring or circuits are damaged, shut off power at circuit breaker
- Turn off and unplug unnecessary appliances
- If power is disrupted and no damage is apparent, leave a single, low wattage light turned on in an area away from gas appliances

Water

- Preserve water supplies: check for damage – if water pipes or fixtures are broken and leaking, turn off the water at the house, or at the street
- Check for water leaks beginning with the meter – if water outlets and appliances are turned off and meter is still turning, check for leaks
- Check for leaks in supply lines and connections to water heater, heating boiler, clothes washer, sinks and toilet tanks, outside hose bibs, irrigation valves, solar heat and pool supply lines
- If the leak can be isolated, turn off supply to the damaged appliance, otherwise, turn off supply at inside valve or at the street
- If no leaks are identified, fill the bathtub, and connect hoses to outside hose bibs for emergency use
- If you suspect damage to water mains, turn off the main water valve to preserve the water in your home water supply piping. You can access this water by turning on a faucet at the highest point in your home (e.g., a shower) to let air into the system, and then drawing water as needed from the lowest point in your home (e.g., hot water heater, bath tub or toilet tank supply).

Note: a break in the MMWD water main may drain water from your piping, and contaminated water may flow into your piping when service is restored.

- Clean up or contain spills of flammable or hazardous materials
- If an earthquake occurs outside of your immediate area, contact USGS Earthquake Hazards Program – Northern California <http://quake.wr.usgs.gov/> or 650-329-4668 for information on the event

Additional Resources

Association of Bay Area Governments (ABAG) offers information on earthquake and other natural hazards including shaking maps, projected road closures in major earthquake scenarios, and earthquake word search games for kids

<http://www.abag.ca.gov/bayarea/eqmaps/eqmaps.html>

The California Seismic Safety Commission offers The Homeowner's Guide to Earthquake Safety http://www.seismic.ca.gov/pub/CSSC_2002-04_HOG.pdf

The California Office of Emergency Services (OES) offers Earthquake Preparedness Tip Sheets including tips for pets, the elderly, and the physically challenged

<http://www.oes.ca.gov/Operational/OESHome.nsf/978596171691962788256b350061870e/A6BE1FB7591A508D88256CD70058FBAB?OpenDocument>

Wildfire

All of Lucas Valley is vulnerable to firestorm driven by the prevailing westerly winds. Preventing damage or disaster from wildfires requires common sense maintenance by ALL residents in our valley, and special care in maintaining defensible space around structures adjacent to heavy vegetation (on hill sides and creek beds), and open space areas.

Prevention

If you hike the open space areas:

- watch for erosion damage and report problems to the Open Space Committee
- report damage or access restrictions on fire roads to Marinwood Fire Dept.
- report signs of camping or intentional fires to Marinwood Fire Dept.
- take time to remove star thistle blossoms and seed pods or destroy the plants

Improve your property to minimize fire hazards

- Replace wood shake roofs with fire resistant roof coverings (choose Class "A" fire-rated roofing materials)
- Keep spark arrestors (1/4" wire mesh screens) on all chimney and stove vents
- Install wire mesh screens on all open roof vents
- Replace windows with double pane or safety glass
- Enclose the underside of decks and balconies (to prevent accumulation of combustibles and trapping flaming debris)
- Screen vents to attics, garage and crawl spaces (1/2" or smaller screen)
- Create a "greenbelt" of fire resistive plants (and/or noncombustible materials) around your property within 100' of structures
- Use only nonflammable landscaping within 30' of your structure (lawns, flower and vegetable gardens, low-fuel shrubs lower than 3', concrete, rock, brick, pools and spas)
- Plant fire resistive, deep rooted plants in the zone 30' from your structure to your property line
- Avoid overcrowding, leave space between plants in your greenbelt
- Use fire resistive plants in landscaping (drought tolerant, low resin content plants that retain a moisture count of 70% or higher)
- Consider rockrose, succulents such as ice plant and aloe, fire resistant shrubs such as roses, honeysuckle, currant, sumac
- Replace highly flammable trees (e.g., pines, eucalyptus and junipers) with fire resistant species that regenerate after fire damage (e.g., California live oak, valley oak, alders, sycamores, black walnut and hardwoods)

Maintain your property to reduce fire hazards

- Remove trees within 10' of structures
- Remove tree branches and vegetation within 10' of chimneys

- Clear brush, weeds, dry grass and leaves to at least 30' from structures on relatively flat terrain, and to 100' on hill sides
- Clear debris from roof and gutters before and during fire season (June to Dec.)
- Remove dead wood from trees and bushes
- Prune branches overhanging roofs
- Prune lower branches of trees (within 10' of ground level)
- Keep grass and ground cover trimmed under trees to prevent ground fire from spreading to the canopy
- Keep landscape clean, remove dead material
- Water regularly (fire resistive plants inadequately watered are not fire resistive)
- Install rooftop sprinklers on combustible roofs
- Keep fire hydrants clear of foliage
- Store firewood at least 30' from structures, or cover with a tarp
- Store propane tanks and other fuel at least 10' from structures

Preparation

- Plan your escape routes to avoid being cut off by fire, map all alternative routes
- Make a list of all irreplaceable items you want to take with you, IN CASE YOU HAVE TIME to collect them in an emergency
- Consider safe areas to store valuables (fire-rated safe or fire cabinet, weighted plastic bags in a pool or spa)
- Place ladders that will reach the roof outdoors, visible and easily accessible
- Connect hoses with power spray attachments to outside hose bibs
- Make plywood or drywall covers for attic, garage and ground vents

In Case of Fire

- Call the Marinwood Fire Dept. if they are not at the fire and you do not hear them coming (415-472-0911 or 9-1-1 from land line)
- Tune a portable radio to KCBS 740 AM or KGO 810 AM for news and possible evacuation order

ONLY IF YOU HAVE TIME BEFORE EVACUATION:

- Wet down any accumulation of dry vegetation, especially on roofs, in gutters or near structures
- Dress in cotton long-sleeved shirt and pants, wear sturdy shoes, carry a hat or cap, a dust mask or damp towel, goggles or safety glasses and heavy gloves
- If ordered to evacuate, arrange for a place to stay at your destination and leave contact information on the front of your refrigerator

Inside Your Home

- Turn off gas at the main valve
- Close all windows and doors; leave them unlocked to allow firefighters access
- Disconnect automatic garage door openers
- Close inside doors to reduce air circulation
- Close metal blinds (to reflect radiant heat)
- Remove combustible window coverings (drapes, curtains, wood or vinyl blinds)
- Move combustible furniture away from windows and doors to center of the room
- Turn on a light in each room (to help firefighters locate your home at night and aid visibility in heavy smoke)
- Unplug sensitive electronic equipment
- Open fireplace damper and close fireplace screens
- Fill the bathtub with water (in case water supply is reduced or interrupted)
- Collect your pets and their emergency supplies, or confine them in the safest available area
- Collect your emergency and first aid supplies

Outside Your Home

- Seal attic, garage and ground vents with pre-cut plywood or drywall covers
- Remove leaves and pine needles from yard, roof and gutters
- Move combustible materials to at least 30' from structures (trash, trash cans, firewood)
- Move combustible outdoor furniture inside, or move at least 30' from structure
- Place a lawn sprinkler on the roof (for use by firefighters)
- Cut all highly combustible plants near structures and move debris at least 30' away
- Wet down vegetation within 15' of structures
- Wet down absorbent roof covers (wood shake)
- Remove attached light wood or plastic screens from windows and place them inside structure or at least 30' away
- Post a note for firefighters if you have a pool or spa filled with water, and set up a fire pump, if you have one
- Turn off propane tanks and move them away from structures and vegetation
- Place ladders at the street side of the house or at the side of the house away from the direction of the fire
- Place heavy shovels, metal rakes and hoes at the side of the house away from the direction of the fire
- Park your vehicle(s) headed out with windows closed and keys in the ignition
- If you must leave a vehicle behind in an evacuation, move it at least 30' from the structure positioned so it will not block access for firefighters

Additional Resources

FEMA <http://www.fema.gov/rrr/talkdiz/wildfire.shtm> and The American Red Cross <http://www.redcross.org/services/disaster/keepsafe/readywildfire.html> provide guidelines for wildfire safety

Firewise <http://www.firewise.org/> offers comprehensive information and education on wildfire prevention, including interactive features of interest for children