

Family Disaster Plan and Personal Survival Guide



Step-by-Step Guide for Personal and
Family Emergency Preparedness

Yuma Office of Emergency Management

Family Disaster Plan and Personal Survival Guide

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 Electrical Circuit Breaker:

Location of Main Water Valve:

Location of Gas Valve*:

Location of Wrench:

Location of Manual Garage Door 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 other guests that will be in your home when you're 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, for use during a home emergency AND another site away from home in case you can't return.

Home Location:

Away from Home Location:

D. Out of Area Contact: Name and telephone number of person outside your local area for family members to call to report their location and condition. Everyone should memorize this number!

Name:

Location: _____ Phone: (____) _____ - _____

E. What is your child's school disaster policy? In the event of an emergency, will they keep your child until you, or an authorized adult, can pick them up?

Are medical consent forms for your children complete and current?

Where are they located?

F. Where are emergency supplies and equipment located?

Portable radio:

Flashlight/batteries:

Water:

Food:

Sanitation supplies:

Fire extinguisher:

Tools:

Blankets:

Cooking equipment:

First Aid Kit:

Prescription glasses:

Medications:

Complete set of clothes for each family member:

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: _____

Name: _____

Date Training Expires: _____

III. BEFORE A DISASTER

There are many different kinds of disasters, such as earthquakes, fires, floods, airplane crashes, chemical spills, pipeline leaks and explosions, which seldom give warning and can be equally devastating to their victims. This guide is primarily geared to earthquakes, but the planning you and your family do now will be of benefit for any type of disaster that can strike your community.

- A. Inspect your home. Identify potential hazards and evacuation routes.
- B. Secure water heater and tall or heavy furniture to wall studs. *
- C. Move heavy items to lower shelves.
- D. Install clips, latches and other locking devices on cabinet doors.
- E. Provide strong support and flexible connections on gas appliances.
- F. Remove or isolate and secure flammable materials.
- G. Review and practice this plan.

*Contact Yuma OEM @ 373-4991 or 373-4861 for water heater strap kits.

IV. DURING AN EARTHQUAKE

A. If you are indoors **STAY THERE**. Move away from windows, bookcases, and tall shelves. Get under a table or desk and hold on to it. Be prepared to move with it and **HOLD** that position until the shaking stops and it is safe to move. If there is no desk or table to get under, brace yourself in an interior corner. Watch for falling, flying and sliding objects.

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 high-rise 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.

V. IF YOU EVACUATE

- A. Prominently post a message indicating where you can be found and the date and time you left.
- B. Take with you:
 - 1. Medicines and first aid kit
 - 2. Flashlight, radio and batteries
 - 3. Important papers and cash
 - 4. Food, blankets and extra clothes
- C. 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.
 - 1. 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. Do not turn it back on until the gas company or a plumber has checked the system.
 - 2. Shut off the water at the main valve.
 - 3. Turn off the electrical system at the main circuit breaker or fuse box.
- E. Check on your neighbors.
- F. Listen for advisories on local Yuma radio stations using a battery-powered radio.
- G. Do not touch downed power lines or objects touching downed wires. Do not stand in water near downed lines.

- H. Clean up potentially harmful material.
- I. Check house, roof, and chimney for damage.
- J. Do not use the phone except in emergencies. Only call 911 for life threatening emergencies.
- K. For general and updated disaster information, and/or for information on shelters, listen for advisories broadcast through the Emergency Alert System.
- L. **DO NOT GO SIGHTSEEING!**
- M. Be prepared for aftershocks.
- N. Open closets and cupboards carefully.
- O. Cooperate with public safety officials.
- P. Be prepared to evacuate when/if necessary.

VII. HOME EMERGENCY SUPPLIES

This list contains items usually available in your home. It is recommended that they be organized and located 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 medicines and prescription drugs is recommended.

Basic

Water - minimum of 1 gallon per person per day	Blankets or sleeping bags for each member of the family
First Aid Kit - ample and freshly stocked	Radio - portable, with spare batteries
First Aid book - know how to use it	Critical medications and glasses
Can opener - non-electric	Fire extinguisher – multipurpose dry chemical labeled “ABC”
Watch or clock - non-electric	Flashlight - spare batteries and bulb

Food:

Canned or dehydrated, pre-cooked and/or requiring minimum heat or water. Consider household members with special needs: infants, elderly, disabled, special diets, pets.

Sanitation Supplies

Large plastic trash bags for waste sanitation and protection	Powdered chlorinated lime-Add to sewage to deodorize, disinfect and reduce insects
Pre-moistened towelettes	Dentures
Newspapers to wrap garbage or waste	Feminine supplies
Hand soap and liquid detergent	Infant supplies
Shampoo	Toilet paper and paper towels
Toothpaste & toothbrush	Deodorant

Safety

Heavy shoes for each family member	Garden hose - for siphoning and fire fighting
Heavy gloves for each adult	Knife or razor blades
Candles and waterproof matches (never light or strike a match near possible gas sources)	Clothes - complete change for each family member

Car Survival Kit

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

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, etc.

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
 - a. Verify the telephone numbers and personal information of everyone listed in the plan.
 - b. Print updated copies for all the members of your family and for your children's school.
- D. In case of emergency, you should know if the school will keep your children until an authorized adult comes to get them.
- E. Determine what is required to release your child to your representatives if you cannot get there yourself.
- F. Ensure that the school knows your current contact information and those people authorized to collect your children.
- G. Check the Contents of Your Emergency Kits
 - a. Change the batteries in your flashlights and portable radio; replace spare batteries.
 - b. Replenish your emergency kits. Replace bottled water; ensure that all food is still safe to eat and that medicines have not expired.

Emergency Contact Information Cards

EMERGENCY CONTACT INFORMATION

Out-of-area contact

Name: _____

Telephone: _____

Neighborhood Meeting Place:

Out-of-area meeting place:

EMERGENCY CONTACT INFORMATION

Out-of-area contact

Name: _____

Telephone: _____

Neighborhood Meeting Place:

Out-of-area meeting place:

EMERGENCY CONTACT INFORMATION

Out-of-area contact

Name: _____

Telephone: _____

Neighborhood Meeting Place:

Out-of-area meeting place:

EMERGENCY CONTACT INFORMATION

Out-of-area contact

Name: _____

Telephone: _____

Neighborhood Meeting Place:

Out-of-area meeting place:

Last reviewed:

Date _____

Date _____

Date _____

Date _____