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WHO WILL YOU HELP? ONCE IT HAPPENS… IT'S TOO LATE!

A COMPREHENSIVE GUIDE TO FAMILY and HOME PREPAREDNESS

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WHO WILL YOU HELP? ONCE IT HAPPENS...IT'S TOO LATE !

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An emergency can happen quickly and often without warning. In a major disaster (emergency) it may take several days for vital services to be restored.

Are you and your family prepared to survive for at least 72 hours without the comforts of home?

In Los Angeles, you are most likely to experience an earthquake. If you can prepare your family for a major earthquake, you will be prepared for most disasters.

WHO WILL YOU HELP? ONCE IT HAPPENS...IT'S TOO LATE !

Having a plan is one of the most important steps you can take in disaster preparedness. Knowing what to do and how to do it can help you and your family manage disasters with less worry, fear, and uncertainty.

Who Will You Help? Once It Happens…It's Too Late!

Commit a weekend to updating telephone numbers, buying, finding and collecting survival supplies, especially any personal items needed to sustain life. Always review your emergency plan with everyone.

The purpose of this City of Los Angeles Family Preparedness Guide is to show you and your family how to prepare and recover for disasters.

This guide has been prepared by the City of Los Angeles, Emergency Management Department, (EMD). EMD coordinates the emergency preparedness and planning of all City departments, over four million residents, and over 400,000 businesses residing within our 475 square miles. During major emergencies and disasters, we coordinate the response, mitigation and recovery efforts.

MAKE A FAMILY PLAN

Family Meeting
Who Will You Help? Once It Happens…It's Too Late!

The purpose of a family meeting is to inform and educate family members, including children, seniors and family members with disabilities. Having a plan is one of the most important steps you can take in disaster preparedness. Knowing what to do and how to do it can help you and your family manage disasters with less worry, fear, and uncertainty.

All Family Members need to know the following:

- The location of your Survival Supplies (page 5).
- The location of the "GO BAGS" (page 10).
- Draw a map of the house. Locate doors and windows that can be used as evacuation routes.
- Identify two evacuation routes from each room.
- Practice your evacuation routes.
- Determine a meeting place outside of your residence, in case it is unsafe to remain indoors.
- Do not meet on the roof.
- Determine one location outside your neighborhood in case of evacuation.
- Keep gas tank half full at all times. Gas might not be available after a disaster.
- Determine the out of state contacts. Family members should be instructed to call them in event of emergency. Local calls may be difficult to place.

MAKE A FAMILY PLAN

- Practice your Drop, Cover & Hold-On (Earthquake) and Stop, Drop & Roll (Fire).
- Teach each member of your family how to use a fire extinguisher.
- Create emergency cards for each of your family members (page 15).
- Locate utilities: Determine how to turn them off and with what tools? Do not turn the gas back on by yourself.

Gas On /Off valve

Water Shut-Off

Electric Breaker Panel

PREPARE AND PLAN WITH CHILDREN	
A child that is knowledgeable of the information below will feel more in control during a crisis situation. Check off the boxes after you have talked with your children about this information.	
	Include children in discussions and planning for emergency safety.
	Know two escape routes from your residence and from each room.
	Designate primary meeting areas and alternate meeting areas in case of an evacuation.
	Be alert for unusual or strange smells. Alert an adult.
	Never touch fallen poles or wires.
	In case of separation, children should know their family's personal information such as: How to spell their full name, their parents' names, their phone numbers, address, and other appropriate information.
	Every family member should have an "emergency card" which includes information above plus out-of-state contact.
	Know how to contact out of state contact?

PREPARE AND PLAN WITH CHILDREN	
	Know how and when to dial 911.
	Practice Role-playing what to tell the 911 dispatcher.
	Practice Role-playing what to do when a parent or caregiver becomes suddenly ill or injured.
	Rehearse Drop, Cover, and Hold-On (Earthquake)
	Rehearse Stop, Drop and Roll (Fire)
	Notify your children's school of address changes, phone numbers, and authorized persons to pick up children.
	Find out the emergency procedures of your child's school

SURVIVAL SUPPLIES

Survival Supplies are different from a First Aid Kit.
A First Aid Kit is *part* of Survival Supplies.

Survival Supplies can be stored in a large watertight container that is easily moveable, like a trash can with wheels. Food and water should be replenished after expiration dates.

There are many items on the list below. Think about situations unique to your family. It is important to recognize the significance of each item.

<u>You may know where these items are throughout the house</u>, but in the event of an emergency, there is no time to gather all the items. Family members should know the location of the Survival Supplies.

SURVIVAL SUPPLIES		
	Item	**How much and why?**
	Water	1 gallon/person/day for seven days. People can become dehydrated quickly, even in cold weather.
	Food and Utensils	3 days supply of non-perishables: canned meat, fruit and vegetables, cereal, peanut butter, manual can opener, sharp knife utensils, plates, paper towels.
	Battery operated or Hand-Crank Radio	Use AM Radio. Listen to KNX 1070 AM, KFWB 980 AM, and KFI 640 AM radio stations for regional emergency alert information for Los Angeles County.
	Flashlight(s)	Batteries should be inserted at time of emergency. Flashlight in rooms could have batteries already inserted.
	First Aid Kit	Can be purchased at local pharmacy. You can attend to the immediate first aid needs of your family, including bleeding and burn relief. Look for instructions inside the First Aid Kit.
	Whistle	1 whistle to signal for help.
	Duct-Tape; Plastic Sheeting; Dust Mask	Duct tape is versatile. Plastic sheeting and duct tape can be used as a shelter-in-place barrier. Mask is for blocking contaminants

SURVIVAL SUPPLIES		
	Sanitation/ Toiletries	Toothbrush, toothpaste, toilet paper, moist wipes, large garbage bags and shovel for waste disposal.
	Shut-off wrench, pliers	Know where the gas shut-off is. Turn off only in an emergency.
	Local Maps	You should be familiar with evacuation routes.
	Clothes	2 sets of clothes, undergarments, socks, comfortable, but sturdy shoes. Babies may need more.
	Blankets/ Sleeping Bags	Enough to cover family member for warmth and comfort.
	Medication	1 week supply. Instant cold packs for refrigerated medications since you may not have access to refrigeration.
	Consumable Medical Supplies	Enough to cover family members needs for up to 7 days.
	Durable Medical Equipment	Be sure to have an additional DME if possible, i.e., extra cane, manual wheelchair, etc.
	Matches	Stored in a water-proof container. Water-proof matches can be purchased at camping supply stores.

SPECIAL FAMILY SITUATIONS

Things to consider: These may not apply to your family situation.

BABY NEEDS

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications
- Baby wipes
- Diaper rash ointment

MEDICAL NEEDS

Ask your doctor about storing prescription medications such as:

- Heart and high blood pressure medication
- Insulin and other prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses
- Durable medical equipment

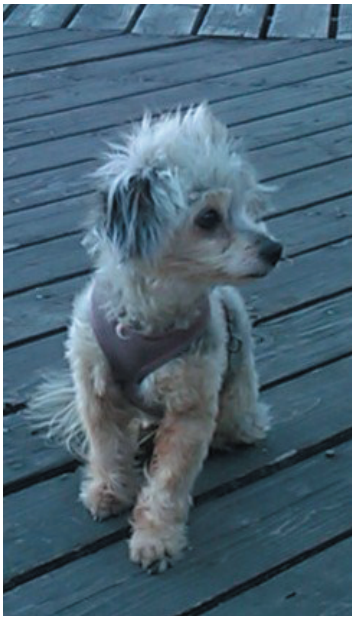
People with Disabilities and Other Access with Functional Needs

- Do you know where the meeting place is? Does anyone need mobility assistance?
- Think about what modes of transportation you use and what alternative modes could serve as back-ups.
- If you require accessible transportation be sure your alternatives are also accessible.
- Make a communications plan: Who is the out-of-state contact to be notified?
- A week's supply of any medications, discuss with doctor about an emergency situation.

People with Disabilities and Other Access with Functional Needs

- If routine medical treatments are administered at a clinic or at home, develop a plan with the health practitioner for emergency events.
- If you have tools or aids specific to your disability, plan how you would cope without them. For example, if you use a communication device, mobility aid, or rely on a service animal, what will you do if these are not available?
- If you are dependent on life-sustaining equipment or treatment such as oxygen or dialysis, find out from the provider how these can be administered in times of emergency.
- For every aspect of your daily routine, plan an alternative procedure. Make a plan and write it down. Put the plan in an envelope and place it with your Survival Supplies.

PLANNING FOR YOUR PET AND SERVICE ANIMAL



Part of your Family Plan should include your family pet and service animal. Having a plan for them will reduce stress that often occurs following an emergency.

Decide in advance how you will take care of your pet if you are not home and cannot get to them after an emergency. Can you make plans with the neighbors?

Service animals are permitted at all City of Los Angeles facilities providing assistance to people affected by a disaster/emergency. City staff will assist pet owners with sheltering their pets, if necessary.

Water	7 days supply; 1-2 ounces of water per pound of body weight of dog/cat. Water intake can be higher/lower depending on the age of the animal, exercise level. This is separate from the human supply of water.
Food	7 days supply in an airtight and waterproof container

PLANNING FOR YOUR PET AND SERVICE ANIMAL	
Medicines, medical records and other essential documents	An extra supply of medicine that the animal regularly takes. Also adoption papers, medical and vaccination records should be included. Consider getting a permanent ID, like microchip ID.
Collar with ID, harness or leash	Your pet should be wearing an ID tag at all times. You should keep an extra leash/ harness and ID tag in Emergency Kit.
Crate or pet carrier	A sturdy crate or carrier will aid a safe evacuation for your pet. It should be big enough for the pet to sit, turn around, and lie down.
Sanitation	Plastic bags; litter box; household bleach for disinfecting
Picture of you and pet/service animal	In the event of separation, a picture can ease the reunion process.
Familiar Items	Toys, treats, or familiar bedding to reduce stress.

PET and SERVICE ANIMAL SURVIVAL SUPPLIES

For additional information please visit these sites:

- http://www.laanimalservices.com
- http://www.ready.gov/animals

HOME HAZARD HUNT

According to a study from the University of California in Los Angeles (UCLA), **55% of the injuries** during the 1994 Northridge earthquake were **caused by falling furniture or objects**.

Many of these injuries could have been prevented through actions taken before the earthquake.

As a family, go around your residence and identify areas that need to be secured or repaired. Here is a suggested checklist.

Not all items will apply to your household.

	Securely fasten or RELOCATE heavy pictures or mirrors away from beds.
	Fasten shelves securely: bookshelves, wall units, and entertainment centers. Nylon/ Velcro straps can be found at home improvement stores.
	Place large, heavy objects on lower shelves.
	Brace overhead light and fan fixtures.
	Secure cabinets to wall studs. Use latches designed for child-proofing, earthquakes or boat safety to keep cabinet doors from flying open and contents falling.

HOME HAZARD HUNT	
	Secure electronics with nylon/ Velcro straps found at home improvement stores: Computers, microwaves, televisions.
	Secure refrigerator so that it will not fall or move.
	Secure water heater. Strap to wall studs. Gas and water lines should be flexible.
	Store weed killers, pesticides, painting and cleaning liquids away from heat sources.
	Place oily polishing rags and waste in covered metal cans.
	Secure chimney with sheet metal straps and steel angle bracing to roof rafters. Clean and repair chimneys, flue pipes, vent connectors and gas vents.
	Repair defective electrical wiring and leaky gas connections.
	Know **how**, **when** and **where** to turn off utilities. Do not practice this on the gas meter since the gas utility professional must restore service after being turned off.

STAY OR GO?

Depending on the emergency you may decide to go (evacuate) or shelter-in-place.

During some emergencies, it is not safe to go outside.

You may not receive information immediately. You should use your battery or crank operated radio to learn about updated information. Television and the Internet are good resources if they are available. **Use AM Radio**: Listen to KNX 1070 AM, KFWB 980 AM, and KFI 640 AM radio stations for regional emergency alert information for the Los Angeles County area. To access or share emergency information, it is recommended that people with disabilities and others with access and functional needs develop multiple communication strategies with family, friends, and neighbors, which include, but are not limited to, the internet, TV with closed captioning, social media, smartphones, and texting.

Stay or Go?: Assess the situation

- Does the building appear to be unsafe to remain inside?
- Can you return to the building or must you stay somewhere else?
- Administer First Aid and get help for any seriously injured person(s).
- If you are at home, check for damages using a flashlight. DO NOT USE MATCHES OR CANDLES, OR TURN ON ELECTRICAL SWITCHES.

STAY OR GO?

- Check for any fire, electrical, or other household hazards. Check for spilled bleach, gasoline, or other liquids that may produce deadly fumes when mixed, or be a fire hazard.
- Sniff for any gas leaks, starting at the water heater**. In the event that you smell gas, shut off gas at gas meter, open windows, and evacuate the premises immediately.**

Shelter-In-Place:
Authorities may mandate this strategy

In a biological or chemical emergency, it might be necessary to shelter-in-place and seal the room. This is considered a short term strategy. Choose a room with few or no windows. Key points to remember:

- Make sure all family members and pets are inside together.
- Make sure your basic Emergency Supplies Kit is with you.
- You will need battery operated radio for updates.
- Turn off any type of ventilation or heating systems.
- Seal off any openings, windows, doors, and vents with duct tape and plastic sheeting. Plastic sheeting should be cut ahead of time. (10'x10')

Evacuate:

You also may be asked to evacuate by authorities. If you cannot take your basic emergency supply kit, at least take the **emergency envelope with your important documents and a "GO BAG".**

STAY OR GO: A "GO BAG"

A "**GO BAG**" is an individual emergency kit for each family member. These items can be placed in a backpack or other easy to carry bag.

Have a GO BAG for your pet and service animal too!

Place a "**GO BAG**"*:*

1. Near your bed
2. In your car
3. At your workplace

Essential Items include but are not limited to:

Individual Emergency Card	(Page 15 & 16)
Water	A couple of 1/2 liter bottles
Non-perishable food	Granola bars, crackers
Medication & First Aid Supplies	A few days supply
A family photo	Identification purposes
A pocket-knife	To cut food, duct tape, first aid
A dust mask	A contamination protection
A change of clothes, underwear, sturdy shoes	A warm top for cold weather / a hat for the sun

STAY OR GO: A “GO BAG”	
Toothbrush/ toothpaste	Travel size is sufficient
Small Amount of Cash	Small denominations, and coins
Flashlight with batteries	To aid in evacuation or searches
Whistle	So other people can find you
Small battery operated radio	To keep updated on disaster information
Local Map	Know local evacuation routes
Pencil, Permanent Markers, Paper	To record information
An Extra Set of Keys	Auto/Home
Feminine Hygiene Products	Depends on individual
Small Toys, playing cards, books	Depends on individual
Consumable Medical Supplies	3 to 5 day supply

LOCAL DISASTERS

Earthquakes: Earthquakes damage can extend for miles from the epicenter. Damages can include collapsed building, bridges, and overpasses; cracked roadways; downed power lines; broken gas lines; fires; explosions; and landslides.

Earthquake responses: Duck, Cover, and Hold on. Evaluate damages to structure and humans. Evacuate structure if necessary. Take GO BAG.

Tsunami: A large wave, or series of large waves created by an undersea disturbance, such as an earthquake or volcanic eruption.

Tsunami responses: Evacuation is necessary. Gas tank should be at least half-full. A GO BAG should be in the car.

Chemical or Biological Release: A chemical emergency can occur as an accident or maliciously resulting with a release of chemical agents. A biological emergency can be a natural outbreak of disease or a deliberate release of germs or other biological substances.

Chemical or Biological Release Response: Get to a safe area by evacuating or shelter-in-place (use duct tape and plastic sheeting to create barrier).

LOCAL DISASTERS

Mudslide: Mudslides are moving rivers of rock, soil, and water. Most often they are triggered by rain, but also can occur after volcanic activity, earthquakes, fires, and manmade stress on the land.

Mudslide Response: If there is a threat of a mudslide in your area, you must evacuate immediately. Take GO BAG.

Fires: Fires can spread quickly. In five minutes an entire house can be engulfed in flames. Often, the heat and smoke can be even more dangerous than the flames.

Fire Response: If you are on fire: STOP, DROP, and ROLL. Evacuate immediately when you see, hear, feel, smell smoke and/ or fire.
Take GO BAG.

BE INFORMED

For additional ways to be informed *before* an emergency, visit:

- http://readyla.org
- http://emergency.lacity.org
- http://www.facebook.com/readyla
- http://twitter.com/ReadyLA
- http://5steps.la
- http://www.laanimalservices.com/general-information/emergency-preparedness/
- http://www.ready.gov
- http://www.listo.gov
- http://www.shakeout.org
- http://www.earthquakecountry.org/
- http://www.terremotos.org

It's up to you to GET INVOLVED!

CERT LA is a **FREE** training offered to adults (18+). Participants will learn how to:

- manage utilities and put out small fires
- provide basic medical aid
- search for and rescue victims safely
- organize themselves and spontaneous volunteers to be effective, and collect disaster intelligence to support first responder efforts

BE INFORMED

It is a 17.5 hour course offered over 7 weeks (once a week) plus bi-annual refresher courses. Classes are offered throughout City of Los Angeles; all year; various times of the day. If you have a group of 20 or more, CERT LA can arrange a course for your business, school, or neighborhood.

213-893-9840
www.cert-la.com
lafdcert@lacity.org

AMERICAN RED CROSS

The ARC offers classes in Basic First Aid, CPR (Cardio-pulmonary Resuscitation), Disaster Preparedness, etc. American Red Cross of Greater Los Angeles can be reached at:

1-800-627-7000
www.redcross.org/ca/losangeles

PREPARELA

EMERGENCY ENVELOPE

Copies of these documents, photos, USB drives, and or CD/DVD's should be stored in a waterproof bag and placed in your Go-Kit along with this checklist.

Family members should know the location of these documents. It is also suggested that originals be placed in safety deposit box.

Check off the items after you have placed them in the emergency envelope

Yes	Item	Current
	Birth Certificates of all household Members	
	Marriage Certificates	
	Death Certificates	
	Driver's licenses or ID cards	
	Health Insurance & Immunization Records	
	Social Security Cards	
	Passports	
	Current Photos of all household members	
	Will, Deeds, Trusts, Medical Directives	

EMERGENCY ENVELOPE		
Yes	**Item**	**Current**
	Insurance papers	
	Bank and Credit Card Account Numbers	
	Stocks and Bonds	
	Inventory of household goods	
	Photos/ or video/ digital media of household goods	
	Receipts for valuables	
	Current photos of pets with family member, in case of separation	
	Digital copies of computer files	
	Local maps	
	Contact information for doctors, RXs, list of CMS	

EMERGENCY CONTACT INFORMATION	
Complete this information and place in your GO-KIT!	
FAMILY MEMBER'S LEGAL NAME	
RELATIONSHIP (MOM, DAD, DAUGHTER…)	
DATE OF BIRTH	
GOVERNMENT ISSUE ID # (DRIVER'S LICENSE/ PASSPORT/SOCIAL SECURITY)	
MEDICATIONS / ALLERGIES/ IMPORTANT HEALTH INFO	
FAMILY MEMBER'S LEGAL NAME	
RELATIONSHIP (MOM, DAD, DAUGHTER…)	
DATE OF BIRTH	
GOVERNMENT ISSUE ID # (DRIVER'S LICENSE/ PASSPORT/SOCIAL SECURITY)	
MEDICATIONS / ALLERGIES/ IMPORTANT HEALTH INFO	
Download this form at http://www.readyla.org	

EMERGENCY CONTACT INFORMATION	
Complete this information and place in your GO-KIT!	
FAMILY MEMBER'S LEGAL NAME	
RELATIONSHIP (MOM, DAD, DAUGHTER…)	
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Complete this information and place in your GO-KIT!	
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GOVERNMENT ISSUE ID # (DRIVER'S LICENSE/ PASSPORT/SOCIAL SECURITY)	
MEDICATIONS / ALLERGIES/ IMPORTANT HEALTH INFO	
Download this form at http://www.readyla.org	

Fill out the front and the back. Each Family Member should have one to carry with them at all times.

Download this form at http://www.readyla.org.
It is designed to be printed as a
double-sided document.

EMERGENCY CARD

NAME……..
DATE OF BIRTH……
PHONE #……....
MEDICAL NEEDS……
NEIGHBORHOOD MEETING PLACE……...
OUT OF NEIGHBORHOOD MEETING PLACE……...
……..……..
OUT OF TOWN CONTACT NAME……
OUT OF TOWN CONTACT #.....

EMERGENCY CARD

NAME……..
DATE OF BIRTH……
PHONE #……....
MEDICAL NEEDS……
NEIGHBORHOOD MEETING PLACE……...
OUT OF NEIGHBORHOOD MEETING PLACE……...
……..……..
OUT OF TOWN CONTACT NAME……
OUT OF TOWN CONTACT #.....

CITY of LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT
"IN OMNIA PARATUS"

WHO WILL YOU HELP? ONCE IT HAPPENS… IT'S TOO LATE!

BACK OF EMERGENCY CARD

SCHOOL OR WORK NAME……
ADDRESS……
SCHOOL OR WORK PHONE #……
PARENT OR CAREGIVER……
PET NAME……
VETERINARIAN……
PET MEDICATIONS……
OTHER IMPORTANT PHONE NUMBERS……
……

BACK OF EMERGENCY CARD

SCHOOL OR WORK NAME……
ADDRESS……
SCHOOL OR WORK PHONE #……
PARENT OR CAREGIVER……
PET NAME……
VETERINARIAN……
PET MEDICATIONS……
OTHER IMPORTANT PHONE NUMBERS……
……