



Get Ready
Stay Ready



A guide to household emergency preparedness.

**Office of Emergency Preparedness
UCLA Health System, January 2010**

January 2010

Dear UCLA Health System Employee:

Disasters happen any time and any where, and almost always without warning; thus creating the need to be prepared in the event of any emergency. Before a disaster strikes, protect yourself and your loved ones by knowing what to do.

This booklet is designed to help you plan, prepare, and be informed with twelve monthly themes. These themes will assist you in making emergency kits, gathering preparedness supplies, developing a plan to designate meeting locations, defining an evacuation route, being informed and more.

You may perform one a month as we have suggested as a guideline, or more. The basic 3-day supply is discussed throughout as a minimum kit that can be used at home or taken with you in the event of an evacuation. After considering the needs of your household and the disasters or emergencies that may occur in your area, you may wish to increase the inventory and extend the length of your home supply to 2-weeks.

We hope that you will find this booklet both easy to use and very effective in preparing you and your loved ones for the best response possible in a real disaster situation

Sincerely,

William Dunne
Director, Office of Emergency Preparedness
UCLA Health System

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Communications Plan

TASK 1: Prepare Emergency Contact Cards for each household member to carry with them at all times.

Emergency Contact Cards

An Emergency Contact Card should be made for all household members. The next page will provide you with the American Red Cross Emergency Contact Card. If you require more for your household, they can be viewed and printed by visiting the following link.

<http://www.redcross.org/www-files/Documents/pdf/Preparedness/ECCard.pdf>

- ✓ Print one card for each member of your household.
- ✓ Write the contact information for each household member, such as: work, school, and frequently visited places.
- ✓ Write the meeting place outside your home and outside your neighborhood.
- ✓ Add any specific comments or information.
- ✓ Fold the card so it fits in your pocket, wallet or purse.
- ✓ Carry the card with you so it is available in the event of a disaster or other emergency.



- Directions:**
- * Print out a card for every member of your household.
 - * Fill in your emergency contact information.
 - * Carry this card with you to reference in the event of a disaster or other emergency.

Police: Call 9-1-1 or _____

Fire Dept.: Call 9-1-1 or _____

Ambulance: Call 9-1-1 or _____

Poison Control Center: 800-222-1222

Health Care Provider: _____



Important Phone Nos.

Emergency Contact Card



Name: _____

Phone: _____

Home Address: _____

People to Call or Text in an Emergency



Out-of-Area Contact Person: _____

Phone: _____

Meeting Place Outside of Neighborhood: _____



Police: Call 9-1-1 or _____

Fire Dept.: Call 9-1-1 or _____

Ambulance: Call 9-1-1 or _____

Poison Control Center: 800-222-1222

Health Care Provider: _____



Important Phone Nos.

Emergency Contact Card



Name: _____

Phone: _____

Home Address: _____

People to Call or Text in an Emergency



Out-of-Area Contact Person: _____

Phone: _____

Meeting Place Outside of Neighborhood: _____



TASK 2: Complete the following Communication Plan. You may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

Communication Plan

Out-of-State Contact Name:_____ Tel. No.:_____

In-State Contact Name:_____ Tel. No.:_____

I. Fill out the following information for each household member and keep it up-to-date. Include a picture of each household member.

Name:_____ Social Security Number:_____

Date of Birth:_____ Important Medical Information:_____

Name:_____ Social Security Number:_____

Date of Birth:_____ Important Medical Information:_____

Name:_____ Social Security Number:_____

Date of Birth:_____ Important Medical Information:_____

Name:_____ Social Security Number:_____

Date of Birth:_____ Important Medical Information:_____

Name:_____ Social Security Number:_____

Date of Birth:_____ Important Medical Information:_____

Name:_____ Social Security Number:_____

Date of Birth:_____ Important Medical Information:_____

II. Important Information

Doctor(s):_____ Tel. No.:_____

Pharmacist:_____ Tel. No.:_____

Veterinarian/Kennel:_____ Tel. No.:_____



III. Where to go in an emergency

Home

Address: _____

Tel. No. _____

Neighborhood Meeting Place: _____

Out-of-Neighborhood Meeting Place: _____

School(s)

Name of School: _____

Address: _____

Tel. No.: _____

Evacuation Location: _____

Name of School: _____

Address: _____

Tel. No.: _____

Evacuation Location: _____

Work

Name of Work: _____

Address: _____

Tel. No.: _____

Evacuation Location: _____

Name of Work: _____

Address: _____

Tel. No.: _____

Evacuation Location: _____



(Make a copy of this page and post near telephones.)

IV. Important Emergency Telephone Numbers

FIRE: 911 or _____

POLICE: 911 or _____

POISON CONTROL: _____

GAS COMPANY: _____

ELECTRIC COMPANY: _____

WATER: _____

TELEPHONE SERVICE: _____

V. Find the following in your home and write down their location

Fire Extinguisher(s): _____

Water Heater: _____

Gas Shut-Off Valve: _____

Smoke Detector(s): _____

Main Water Valve: _____



Water

Task: Prepare and store a 72 hour supply of water for all household members.

How Much:

You should store at least one gallon of water per person per day. To determine adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Children, nursing mothers, and ill people need more water.
- Very hot temperatures can double the amount of water needed.
- A medical emergency might require additional water.

How to Store:

To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it. Observe the expiration or “use by” date.

If you are preparing your own containers of water:

It is recommended you purchase food-grade water storage containers from surplus or camping supplies stores to use for water storage. Before filling with water, thoroughly clean the containers with dishwashing soap and water, and rinse completely so there is no residual soap. Follow directions below on filling the container with water.

If you choose to use your own storage containers, choose two-liter plastic soft drink bottles – not plastic jugs or cardboard containers that have had milk or fruit juice in them. Milk protein and fruit sugars cannot be adequately removed from these containers and provide an environment for bacterial growth when water is stored in them. Cardboard containers also leak easily and are not designed for long-term storage of liquids. Also, do not use glass containers, because they can break and are heavy.

If storing water in plastic soda bottles, follow these steps:

Thoroughly clean the bottles with dishwashing soap and water, and rinse completely so there is no residual soap. Sanitize the bottles by adding a solution of 1 teaspoon of non-scented liquid household chlorine bleach to a quart of water. Swish the sanitizing solution in the bottle so that it touches all surfaces. After sanitizing the bottle, thoroughly rinse out the sanitizing solution with clean water.

Filling Water Containers:



Fill the bottle to the top with regular tap water. If the tap water has been commercially treated from a water utility with chlorine, you do not need to add anything else to the water to keep it clean. If the water you are using comes from a well or water source that is not treated with chlorine, add two drops of non-scented liquid household chlorine bleach to the water. Tightly close the container using the original cap. Be careful not to contaminate the cap by touching the inside of it with your finger. Place a date on the outside of the container so that you know when you filled it. Store in a cool, dark place. Replace the water every six months if not using commercially bottled water.

Water Purification:

If you need to purify water and do not have any purification tablets or are unable to boil water for 10 minutes, the Environmental Protection Agency (EPA) and U.S. Department of Health and Human Services suggest the following:

Water	Bleach (if Water is Clear)	Bleach (if Water is Cloudy)
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon
Use liquid chlorine bleach (5.25% hypochlorite). Wait 30 minutes before drinking.		

Food



Task: Collect and store a 72 hour food supply for all household members.

The following are things to consider when putting together your food supplies:

- Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content.
- Stock canned foods, dry mixes, and other staples that do not require refrigeration, cooking, water, or special preparation. You may already have many of these on hand. (Note: Be sure to include a manual can opener.)
- Include special dietary needs.

Supplies	
Ready-to-eat meats, fruits, and vegetables	☐
Canned or boxed juices, milk, and soup	☐
High-energy foods such as peanut butter, jelly, low-sodium crackers, granola bars, and trail mix	☐
Vitamins	☐
Special foods for infants or persons on special diets	☐
Cookies	☐
Instant coffee	☐
Cereals	☐
Powdered milk	☐

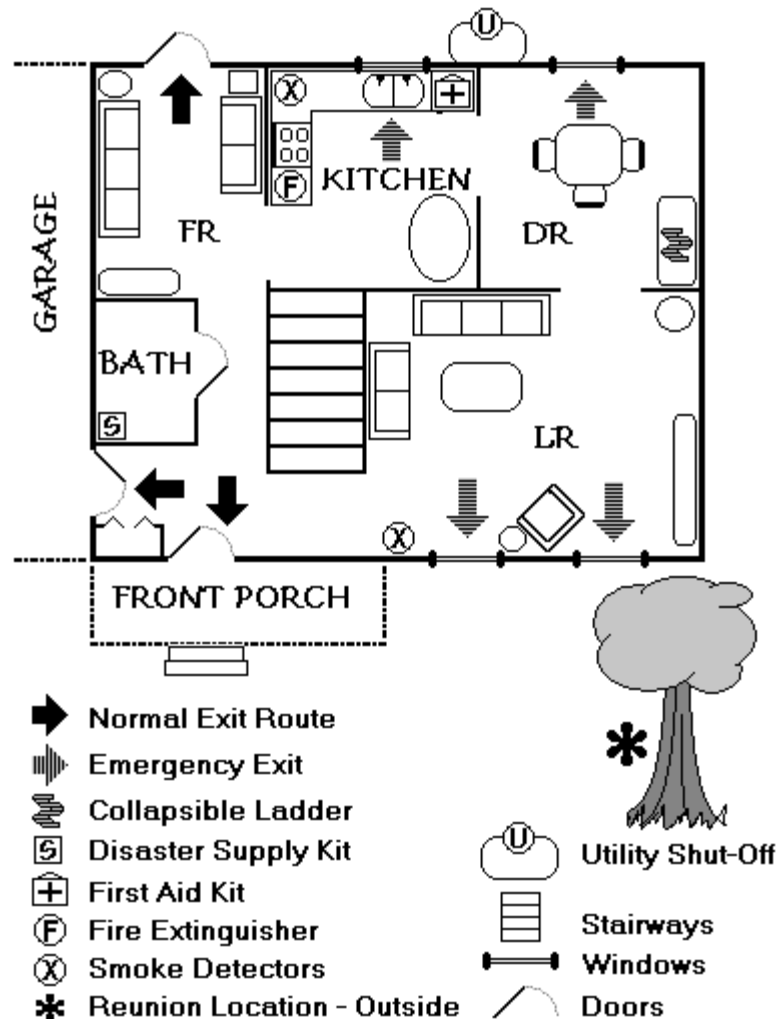
- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented, or corroded.
- Use foods before they go bad, and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored items every six months.
- Be sure to write the date you store it on all containers.

Emergency Evacuation Plan

Task: Create an Emergency Evacuation Plan.

An emergency evacuation plan is useful not only for disasters, but also for fires or other incidents in your home. When creating an evacuation plan for your home it is important to remember the following:

- Identify two escape routes from each room.
- Identify the location of any throw ladder, or other special equipment.
- Identify the location of fire extinguishers, smoke detectors, first aid kits, disaster 72 hour kit.
- Identify the locations of the shutoffs for gas, water, and electricity.
- Draw your floor plan, then draw your evacuation routes and a meeting place.
- If you live in a two-story home, make one drawing for each story.
- Identify outside hazards (fences, trees, power lines, etc.).



Our Emergency Evacuation Plan



First Aid Supply Kit

Task: Gather the suggested supplies to create your First Aid Supply Kit.

Adhesive bandages, various sizes	☐
5 " x 9 " sterile dressing	☐
Conforming roller gauze bandage	☐
Triangular bandages, sling	☐
2" sterile gauze pads	☐
4" sterile gauze pads	☐
Roll 3" cohesive bandage	☐
Germicidal hand wipes or waterless, alcohol-based hand sanitizer or moist diaper wipes	☐
Antiseptic wipes	☐
Pairs large, medical grade, non-latex gloves	☐
Tongue depressor blades	☐
Adhesive tape, 2" width	☐
Antibacterial ointment	☐
Cold pack	☐
Scissors (small, personal)	☐
Tweezers	☐
Assorted sizes of safety pins	☐
Cotton balls	☐
Thermometer	☐
Tube of petroleum jelly or other lubricant	☐
Sunscreen	☐
CPR breathing barrier, such as a face shield	☐
Antibiotic creams and ointments	☐
Rubbing alcohol	☐
Hydrogen Peroxide	☐
First aid manual	☐



Documents and Keys

Task: Make copies of all the suggested important documents and store with your Disaster Kit. It is also a great idea to make an extra set to give to a friend or family member outside of your home and immediate city. Extra sets of keys and some cash are also highly recommended. Without electricity, ATM's will not dispense cash.

Item	
Personal identification	☐
Cash and coins	☐
Credit cards	☐
Cell phone	☐
Extra set of house keys and car keys	☐
Copies of the following:	
Birth certificate	☐
Marriage certificate	☐
Driver's license	☐
Social Security cards	☐
Passports	☐
Wills	☐
Deeds	☐
Inventory of household goods (include pictures of your home including all rooms, new editions and valuable items)	☐
Insurance papers (medical, homeowner's, auto, etc.)	☐
Immunization records	☐
Bank and credit card account numbers	☐
Stocks and bonds	☐
Emergency contact list and phone numbers	☐
Map of the area	☐
Proof of Address (copy of utility bill)	☐
Legal custody, visitation, guardianship or adoption papers	☐



Equipment and Tools



Task: Based on the types of disasters that are prone to your area, collect as many of the suggested items below to protect and shelter your household members for 72 hours.

Tools		Kitchen Items	
Portable, battery-powered radio or television and extra batteries	☐	Manual can opener	☐
NOAA Weather Radio, if appropriate for your area	☐	Mess kits or paper cups, plates, and plastic utensils	☐
Flashlight and extra batteries	☐	All-purpose knife	☐
Regular telephone that is not cordless OR satellite radio	☐	Household liquid bleach to treat drinking water	☐
Matches in a waterproof container (or waterproof matches)	☐	Sugar, salt, pepper	☐
Shut-off wrench	☐	Aluminum foil and plastic wrap	☐
Duct tape	☐	Reseal-able plastic bags	☐
Plastic sheeting/Tarp	☐	Small cooking stove and a can of cooking fuel (if food must be cooked)	☐
Scissors	☐		
Whistle	☐	Comfort Items	
Signal flare	☐	Games	☐
Compass	☐	Cards	☐
Work gloves	☐	Books	☐
Paper, pens, and pencils	☐	Toys for kids	☐
Fire extinguisher, small canister, ABC-type	☐	Colored pencils (crayons melt) and coloring books/notepads	☐
Needles and thread	☐	Other Items	
Coil of ½” rope	☐	Disposable camera	☐
Staple Gun	☐	City map	☐
Hammer, pliers, screwdriver	☐	Poncho/Rain Gear	☐
Rubber bands	☐	Battery-operated travel alarm clock	☐

Sanitation and Hygiene Supplies

Task: Gather the following supplies to ensure your sanitation and hygiene needs. The bucket suggested below can store the items, and act as a latrine, if necessary. The two, 1-gallon ziplock bags would then be useful to store the items in.

Item	
Medium-sized plastic bucket with tight lid	☐
Washcloth and towel	☐
Towelettes, soap, hand sanitizer	☐
Toothpaste, toothbrush	☐
Shampoo	☐
Comb, brush	☐
Deodorant	☐
Sunscreen	☐
Razor, shaving cream	☐
Lip balm	☐
Insect repellent	☐
Feminine supplies	☐
Heavy-duty plastic garbage bags and ties for personal sanitation uses and toilet paper	☐
Disinfectant	☐
A small shovel for digging a latrine	☐
Toilet paper	☐
Contact lens solutions	☐
Mirror	☐
Two, 1-gallon size ziplock bags	☐



Medicine Kit Supplies

Task: Collect the suggested prescription and non-prescription supplies below and inventory current prescription(s) used by your household members. Be sure to update the list periodically.

Supplies	
Aspirin and non-aspirin pain reliever	☐
Anti-diarrhea medication	☐
Antacid (for stomach upset)	☐
Laxative	☐
Vitamins	☐
Prescriptions	☐
Extra eyeglasses/contact lenses	☐



Prescriptions, Current:

Household Member Name	Rx

Clothing and Bedding

Task:

Based on the unique needs of your household, collect the following clothing and bedding supplies to keep each member protected from any harsh weather elements.



Item	
Complete change of clothes	☐
Sturdy shoes or boots	☐
Rain gear	☐
Hat and gloves	☐
Extra socks	☐
Extra underwear	☐
Thermal underwear	☐
Sunglasses	☐
Blankets	☐
Sleeping bags	☐
Pillows	☐

Home Hazard Hunt

Task: Spend some time with your household members identifying hazards in and outside of your home. Keeping your house safe helps keep you and your loved ones safe. Minimize the impact of an emergency or disaster by safeguarding your home. Anything that can move, fall, break or cause a fire is a potential hazard. If you have young children, be creative and make it fun!

- Check batteries in smoke alarms every six months and make sure they are on each level of your home and outside every bedroom.
- Repair defective electrical wiring and leaky gas connections.
- Fasten shelves securely.
- Place heavy objects on lower shelves.
- Hang pictures and mirrors away from beds.
- Brace overhead light fixtures.
- Strap water heater to wall studs.
- Repair cracks in ceilings or foundations.
- Place oily polishing rags or waste in covered metal cans.
- Store weed killers, pesticides and flammable products away from heat sources.
- Clean and repair chimneys, flue pipes, vent connectors and gas vents.
- Unless local officials advise otherwise, or there is immediate threat to life or safety, leave natural gas on because you will need it for heating and cooking when you return home. If you turn your gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.
- If high winds are expected, cover the outside of all windows of your home. Use shutters that are rated to provide significant protection from windblown debris or fit plywood coverings over all windows. Damage happens when wind gets inside a home through a broken window, door or damaged roof. Tape does not prevent windows from breaking and is not recommended.
- If flooding is expected, consider using sand bags to keep water away from your home. It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers and time to place them properly.



Identify potential risks **inside** your home: _____

Identify potential risks **outside** your home: _____

Pet Emergency Supplies and Traveling Kits

Task: The best thing you can do for yourself and your pet(s) is to be prepared. Use the suggested list below to create an emergency supply kit for your pet(s). The following page provides a sample of a sign to place in your window that alerts rescuers that animals reside in your home and need saving, too!

- 3-7 days' worth of canned (pop-top) or dry food
- Disposable litter trays (aluminum roasting pans are perfect)
- Litter or paper toweling
- Liquid dish soap and disinfectant
- Disposable garbage bags for clean-up
- Pet feeding dishes
- Extra harness, leash, and yard stake
- Photocopies of medical records and a waterproof container with a two-week supply of any medicine your pet needs
- Bottled water, at least 72 hour supply for each pet
- A traveling bag, crate or sturdy carrier, ideally one for each pet
- Blanket (for scooping up a fearful pet)
- Recent photos of your pets (in case you are separated)
- Toys



TIP: It is important to keep your pets ID tags up-to-date. Consider listing two telephone numbers: 1) your cell phone and 2) the telephone number of a friend or family member outside of your city. If your pet is recovered and telephone service is down in your area, it provides an alternate location for your pet to be cared for until you can be reconnected. You may also consider getting your pet micro-chipped.

Identify a friend or family member who can care for your pet, preferably outside of your neighborhood.

Name: _____

Address: _____

Phone (1): _____

Phone (2): _____

Have fun creating a sign of your own, or go to the ASPCA website to receive a free pet safety pack that includes this 'Animals Inside!' sticker. Something as simple as a sign in the window will let people know that pets are inside your home. Make sure it is visible to rescue workers, and that it includes 1) the types and number of pets in your household; 2) the name of your veterinarian; and 3) your veterinarian's phone number. If you must evacuate with your pets, and if time allows, write "EVACUATED" across the stickers.



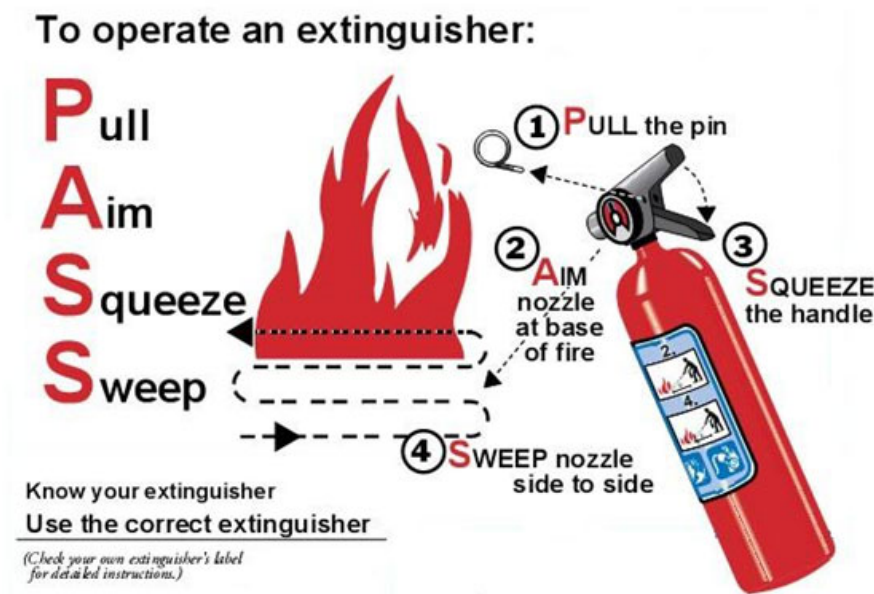
Free Pet Safety Pack

<http://www.asPCA.org>



Injury Prevention and Household Preparedness Tips

- Post emergency telephone numbers by telephones
- Show responsible household members how to shut off the gas and main water valve to the house
- Replace batteries on smoke detectors twice a year during daylight savings time
- Keep a fire extinguisher in the house and the garage
- Learn First Aid and CPR
- Secure your Water Heater and Major Appliances
- Remove any objects above your bed, such as picture frames, hanging plants, etc...
- Keep exits clear at all times
- Place beds away from windows
- Do not call 911 unless there is an emergency
- Keep a pair of sturdy, closed-toe shoes and flashlight under or next to your bed
- Practice evacuation drills every six months
- P.A.S.S.



- Try to keep a full tank of gas in your car
- Water in canned foods can be used for drinking
- Purchase a throw ladder if you live in a multiple story home

Kit Locations

Since you do not know where you will be when an emergency occurs, prepare supplies for home, work, and vehicles. When storing home items, consider designating two areas, if possible, in the event damage to your home causes you to be unable to retrieve the items.

Home	Work	Car
Your disaster supply kit should contain essential food, water, and supplies for at least three days. Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all household members know where the kit is kept. Additionally, you may want to consider having supplies for sheltering for up to two weeks.	This kit should be in one container, and ready to "grab and go" in case you are evacuated from your workplace. Make sure you have food and water in the kit. Also, be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.	In case you are stranded, keep a kit of emergency supplies in your car. This kit should contain food, water, first aid supplies, flares, jumper cables, and seasonal supplies. Walking shoes, sweatshirt, hat.

Important Telephone Numbers

EPA - Safe Water Hotline: 1-800-426-4791

American Red Cross: 888-737-4306 (Emergency Assistance, Greater Los Angeles Area)

FEMA: 1-800-621-FEMA (3362)

Website Resources

<http://www.disasterhelp.gov>

<http://www.ready.gov>

<http://www.oes.ca.gov>

<http://redcrossla.org>

<http://www.moreprepared.com>

Our Office

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